

North Carolina Read to Achieve Notification Requirements to Parents and Guardians Process

Legislative Component	115C-83.11. Notification requirements to parents and guardians: <ul style="list-style-type: none"> • Parents or guardians shall be notified in writing that the student shall be retained if the student is not demonstrating reading proficiency by end of third grade • Parents or guardians of any student who is to be retained shall be notified in writing of the reason the student is not eligible for a good cause exemption • Parents or guardians of students retained shall receive at least monthly written reports on student progress toward reading proficiency • Teachers and principals shall provide opportunities to discuss the notifications with parents and guardians 			
Action Plan (for LEAs)	<ul style="list-style-type: none"> • Establish communication plan for distributing notifications to parents and guardians • Track student progress toward reading proficiency beginning in kindergarten and provide written notification to parents or guardians when a kindergarten, first, second, or third grade student is demonstrating difficulty with reading development, is not reading at grade level, or has a PEP 			
Process (for DPI)	<ul style="list-style-type: none"> • DPI will provide guidance and templates for notifications to parents and guardians • DPI will work with the LEAs to ensure that the appropriate data is available for the notifications to parents on reading proficiency 			
Responsibilities of Stakeholders	State: <ul style="list-style-type: none"> • Provide examples of suggested templates to provide guidance for notification letters for parents and guardians • Provide examples of PEP forms that may be used by LEAs 	LEA: <ul style="list-style-type: none"> • Develop a consistent district-wide communication plan for all schools to follow for notification of reading proficiency • Establish a district-wide process for the development and maintenance of PEPs 	School: <ul style="list-style-type: none"> • Notify parents in writing about retention, good cause exemptions, and progress toward reading proficiency • Principals and teachers will meet with parents and guardians as needed to discuss notifications 	Teachers: <ul style="list-style-type: none"> • Meet with parents and guardians as needed to discuss notifications • Document reading proficiency levels on each individual student • Send monthly notices to parents/guardians