

SAMPLE PRE-SCREEN PARENT LETTER

[Use School, District, or Charter School Letterhead]

[Insert Date]

Dear Parent/Guardian,

As mandated by Arizona Administrative Code (A.A.C.) R7-2-401 (C) and (D), **[Insert Name of School/District]** is required to establish a process to ensure that any academic and/or developmental concerns of its students are not overlooked and to determine this within the first 45 days of each child's attendance at a new school. To comply with this mandate, your child's classroom teacher will screen your child on aspects of your child's development such as language, cognition, perception, and motor skills. Screening is an informal process of quickly rating skill strengths and weaknesses.

It is important to keep in mind that all children develop according to their own schedule of growth, some developing faster in some areas and slower in others. Screening allows us to discover any areas in which your child may be growing at a slower rate. Following the completion of your child's screening, your child's teacher will share the outcome with you.

Should you have any questions with regard to the screening process, please feel free to contact your child's teacher or our office at **[Insert School, District, or Charter School Phone Number]**.

Thank you for your support and active engagement in your child's education.

Sincerely,

[Insert Principal's Name]