Arizona Department of Education

Academic Standards

Sample Notice of Mathematics Proficiency

<http://www.azed.gov/standards-practices/k-12standards/mathematics-resources/>

**NOTE TO SCHOOLS: This letter should be sent to the parent/guardian of any student who is identified as “Minimally Proficient” or “Partially Proficient” for mathematics proficiency on the statewide assessment. The ADE recommends that the letter is sent by the beginning of the second quarter. This section should be removed before personalizing and sending this letter to parents.**

Date,

Dear Parent or Guardian,

This letter is to notify you that your child scored **­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Enter the level of proficiency scored by the student)** on the **(Insert Year)** statewide mathematics exam. Below are the mathematic domain(s) that may have been on your child’s assessment. Please note that not every domain is on each grade level exam.

* **Enter the domain(s) where the student scored below mastery in the scoring category.**

More information on these domains are located on your child’s score report. A label of *below mastery* or *near mastery* means that the student did not demonstrate proficiency or mastery on that domain. The **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District** continually monitors mathematics achievement through state, district, and classroom assessments, adjusting instruction to meet each student’s needs. Students who are demonstrating difficulty in mathematics receive additional assistance and interventions. Progress monitoring measures are administered to inform instruction and monitor content and skill acquisition. The following supplemental and/or supporting programs are being provided to your child to help him/her achieve mathematics proficiency:

* **Brief description of supplemental and/or supporting programs that are available and in use**

The **\_\_\_\_\_\_\_\_\_\_\_\_\_ School District** will work to effectively meet the needs of its students and prepare them to achieve proficiency and experience future success. A collaborative partnership between school and home is essential to the success of the students. Ongoing communication regarding your child’s progress will be provided by the classroom teacher. If you have questions or comments about the statewide assessment scores and the available programs and supplemental instruction, please contact your child’s school.

Sincerely,

**XXXXXX**

**Title**

**School District Name**