

How to Use the Family Letter Templates

What's included

- **1_Initial_Not_On_Track_Notice.docx**: for K-3 students identified as not on track on the fall reading diagnostic
- **2_RIMP_Letter.docx**: describes the Reading Improvement and Monitoring Plan
- **3_Reading_Progress_Update.docx**: periodic update for students with a RIMP
- **4A_Grade3_Promotion_Status.docx**: third grader has not yet met the state test criterion
- **4B_Retained_Student_Notice.docx**: student retained in third grade
- **4C_Promotion_Pathway_Exemption_Notice.docx**: student promoted under a statutory exemption
- **4D_Parent_Request_Information.docx**: for families considering a parent request for promotion
- **Ohio_TGRG_Staff_Planning_Tools.pdf** (fillable): Parent Request Consultation Record, Documentation Checklist, and Letter Adaptation Checklist

Before you start

These are sample templates, not official Ohio Department of Education and Workforce (ODEW) forms. Confirm current Ohio law, ODEW guidance, current-year assessment criteria, and your district's procedures before using them. Use the Letter Adaptation Checklist in the fillable PDF the first time your district adapts the set.

Preparing a letter

1. **Open the template and save a copy first.** Before typing anything, use File > Save As and include the student's name in the file name. Keep the original template blank for next time. If the file is stored in OneDrive or SharePoint, Word's AutoSave saves changes as you type, so either Save As first or turn AutoSave off (top-left corner of Word).
2. **Add your letterhead.** Double-click the top of the page to open the header, delete the placeholder, and paste your district logo, name, and address. Or copy the letter into your district's existing letterhead document.
3. **Fill in the student, school, and teacher names all at once.** Press Ctrl+H (Cmd+Shift+H on a Mac) to open Replace. Find **[Student name]**, type the student's name in Replace with, and click Replace All. Repeat for **[School name]** and **[Teacher name]**.
4. **Fill in the remaining fields.** Click any blue field, such as [Date sent]; the whole field is selected, so just type to replace it. Fields that ask you to describe services or needs can be several sentences long.
5. **Read, then delete, the gray staff notes.** Each note explains when to use the letter or what the law requires. Select the gray box and delete it. In letter 4C, also delete the pathways that do not apply.
6. **Check for anything missed.** Press Ctrl+F and search for **I** to find any field not yet filled, and search for **Staff note** to catch any note left in.

7. **Provide language access.** Arrange translation or interpretation as needed, and keep the language-access line filled in.
8. **Send and keep a copy.** Print or save as PDF, send to the family, and keep a copy in the student's records under district procedures.

Parent request for promotion

Give the family letter 4D. Record the consultation and the family's decision on the Parent Request Consultation Record in the fillable PDF, and use the Documentation Checklist for internal review. Save a separate copy of the PDF for each student.

Using Google Docs or an older version of Word

The templates open in Google Docs and older versions of Word, but the click-to-fill fields appear as ordinary bracketed text. Select each bracketed item and type over it; Replace (Ctrl+H) still works for names.

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