

Staff Planning Tools

Fillable companion to the Sample Family Communication Toolkit

Michael L. Fuller, Ph.D., LSSBB | Independent Educational Consultant | October 2026

These tools support local preparation and documentation. They are not official Ohio Department of Education and Workforce (ODEW) forms, are not legal advice, and do not create legal requirements beyond those in Ohio law and district policy. Confirm district procedures before use. The completed Consultation Record documents a family decision; the two checklists are internal staff tools, not family notices. Click a shaded box to type; checkboxes can be clicked. Save a copy for each student.

1. Parent Request for Promotion: Consultation Record

Under R.C. 3313.608(A)(2)(f), a parent or guardian, in consultation with the student’s reading teacher and building principal, may request that a third grader be promoted to fourth grade regardless of whether the student is reading at grade level. ODEW guidance explains that the parent or guardian’s decision is decisive if the participants disagree.

Student name:	
School:	
Date of consultation:	
Parent/guardian:	
Reading teacher:	
Building principal:	
Interpreter / others present:	

Student reading information reviewed (assessment results, progress, current supports, reading needs):

Parent/guardian decision

- ☐ I request that the student be promoted to Grade 4 under the parent-request pathway, after consulting with the reading teacher and building principal.
- ☐ I do not request promotion under the parent-request pathway at this time.

If promotion is requested: Grade 4 reading support (at least 90 minutes of daily reading instruction, Grade 4 RIMP, high-dosage tutoring, schedule, and providers):

Acknowledgment. By signing below, the participants confirm that the consultation occurred and that the parent or guardian’s decision is recorded above.

Parent/guardian

Date:

Sign after printing, or type name if signing electronically

Reading teacher

Date:

Sign after printing, or type name if signing electronically

Building principal

Date:

Sign after printing, or type name if signing electronically

School contact:

Language access contact:

2. Parent Request Documentation Checklist (internal)

Student name:	
School:	
School year:	
Date of review:	
Reviewed by (name, title):	

- ☐ The student is in Grade 3, and the parent-request pathway is the promotion pathway being considered or requested.
- ☐ The record matches the student’s current reading information, promotion status, and any student-specific circumstances.
- ☐ The parent or guardian consulted with the student’s reading teacher and building principal before the decision was documented.
- ☐ The parent or guardian’s decision is voluntary and clearly documented, and the record reflects that the parent’s decision controls if participants disagree.
- ☐ Current Ohio law, ODEW guidance, assessment information, and district procedures were reviewed before the record was completed.
- ☐ Assessment information, reading progress, intervention information, and support descriptions are accurate and do not disclose unnecessary confidential information.
- ☐ Information given to the family is complete, accurate, and understandable.
- ☐ If promotion was requested, the Grade 4 support plan includes at least 90 minutes of daily reading instruction and a Grade 4 RIMP with high-dosage tutoring, and aligns with district procedures.
- ☐ Local board policy, district-approved forms, special education procedures (if applicable), and internal approvals were followed.
- ☐ Translation, interpretation, and other language-access supports were offered or provided as needed.
- ☐ Consultation date, participant names, signatures, and contact information are complete.
- ☐ The completed record and related communication are retained under district records-retention and student-record confidentiality procedures.

Administrative review		Date:	
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Sign after printing, or type name if signing electronically

3. Letter Adaptation Checklist (internal)

Use before sending any letter from the Sample Family Communication Toolkit.

- ☐ Current-year promotion criteria, diagnostic scoring, and RIMP continuation and exit criteria are confirmed before fields are completed.
- ☐ The initial not-on-track notice includes all five elements required by R.C. 3313.608(B)(2)(a).
- ☐ Every RIMP letter includes the third-grade retention statement required by R.C. 3313.608(C)(6) and the reading curriculum required by (C)(5).
- ☐ Required services match the student’s exact promotion or retention pathway; one pathway’s requirements are not applied to all students.
- ☐ For retained students, all assessment opportunities, promotion pathways (including promotion before Grade 4 begins and mid-year promotion), required notices, and district procedures are confirmed before a final decision is reported.
- ☐ For the R.C. 3313.608(A)(2)(e) pathway, the Grade 4 support field describes the altered instructional day, specialized diagnostic information, and research-based reading strategies.
- ☐ Teacher assignments for retained students and students with RIMPs meet R.C. 3313.608(H), and only current statutory exceptions are applied.
- ☐ Consultation participants, decision authority, locally required signatures, notices, confidentiality, and records procedures are confirmed.
- ☐ Translation, interpretation, and other access supports are provided.
- ☐ All staff notes are deleted and every bracketed field is completed before the letter is sent.

Notes:

Sources: Ohio Revised Code 3313.608 (effective September 30, 2025), <https://codes.ohio.gov/ohio-revised-code/section-3313.608>; ODEW Third Grade Reading Guarantee guidance and resources, <https://education.ohio.gov/Topics/Learning-in-Ohio/Literacy/Third-Grade-Reading-Guarantee>.

Prepared by Michael L. Fuller, Ph.D., LSSBB, Independent Educational Consultant. Drafting was assisted by AI tools (NotebookLM, Perplexity, and Claude, an AI system from Anthropic). The author directed the work and is responsible for all content, sources, and citations. Contact: mike@drmikepsychology.com.