**OPTIONAL Template Letters**

*Additional template letters will be available to districts in the 3rd Grade Promotion Toolkit, which will be fully updated later this spring. The 3rd grade fall template letter is available* [*here*](https://www.tn.gov/content/dam/tn/education/learning-acceleration/Fall%20Welcome%20Letter%20TEMPLATE.docx)*.*

**4th Grade Midyear Letter**

**Promotion Pathways Requirements**

Dear [NAME],

Thank you for partnering with [NAME OF SCHOOL] to support your student’s academic success. We want to remind families of the interventions and supports already in place to help your student learn and grow.

At the end of the third grade, your student took the statewide assessment called the Tennessee Comprehensive Assessment Program, or TCAP. This assessment provided us with important information and data about how your student progressed toward meeting academic standards. As you may recall from last summer, based on your student’s performance on that assessment, your student required additional learning supports in order to be promoted to the fourth grade this year.

In looking ahead, we wanted to share an update about how your student is tracking towards meeting the requirements to promote to the fifth grade this coming school year, which includes:

* **Receiving tutoring support.** Your student must receive free tutoring support for the entirety of fourth grade. [INSERT DETAILS ABOUT THEIR TUTORING SUPPORTS, for example: Sessions are provided by a qualified tutor in small groups of 1:3 students (x times per week before/during/after school) to help accelerate their learning through individualized, intensive support.]
* **Your fourth grade student must demonstrate adequate growth on the English Language Arts (ELA) portion of the TCAP this spring** to be promoted to fifth grade this coming school year. Your student can demonstrate adequate growth by scoring proficient on the ELA portion of the TCAP (“met expectations” or “exceeded expectations”). Alternatively, your student can also demonstrate adequate growth by meeting or exceeding their individual adequate growth target. Based on how your student performed on the ELA portion of the TCAP as a third grader, they have an individualized goal that reflects their ability to improve over time. If your student meets or exceeds this individualized goal on the fourth grade ELA TCAP, they will be promoted to the fifth grade.

Together, we share in the goal that your student receives an excellent education, as well as additional supports in the areas where they may be struggling. Our goal is to provide strong learning experiences in each and every classroom and tutoring sessions to help set your student up for success. You can also support learning at home by encouraging your child to read every day, ensure that your child attends school regularly and is present for all tutoring sessions offered. We encourage you to review your student’s scores on the [TCAP Family Portal](https://familyreport.tnedu.gov/login) [and any other local portals or resources].

[District/School] is standing ready to answer any questions you may have about your student’s learning and promotion pathways. For information or support, please reach out to [name of school personnel] at [contact information].