

ANGEL TAVERAS  
*Mayor*

SUSAN F. LUSI, PH.D.  
*Superintendent*



Providence Public School District  
Office of the Superintendent  
797 Westminster Street  
Providence, RI 02903-4045  
tel. 401.456.9211  
fax 401. 456.9252  
www.providenceschools.org

OFFICE OF SUPERINTENDENT

Dear Parents/Guardians of \_\_\_\_\_:

I am writing to inform you that your child is currently reading below grade level. As a result, his/her teacher will be developing a Personal Literacy Plan to help him/her reach an appropriate reading level.

The Personal Literacy Plan will begin with an assessment of your child's reading skills. His/her teacher will then develop instructional strategies that will include:


- Selecting appropriate books for your child to read
- Helping to increase your child's reading time
- Helping your child to better understand stories that he/she is reading.
- Strengthening your child's ability to clearly and confidently read

We know that your child's success in school is important to you, and we welcome your partnership in helping to strengthen his/her reading skills. As part of your child's Personal Literacy Plan we hope to work with you to select activities that you can do with your child at home to help him/her become a stronger reader.

Together, we can ensure that your child reaches his/her full academic potential. Should you have any questions, please contact the principal of your child's school.

**To ensure that you have read and understand that your child will be receiving a Personal Literacy Plan. Please sign this letter below and return it to your child's teacher.**

Sincerely,



Susan Lusi  
Superintendent

**Acknowledgement of Parent/Guardian:**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date