

Class Profile

Levels and Goals		
NAME	LEVEL	GOAL AND NOTES

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Home–School Communication Letter

Dear _____,

_____ and I have recently had a conversation to set goals for the coming weeks of reading and writing. Goals help us to have a focus and intention when practicing reading and writing at home and at school. We wanted to let you know about our conversation so that you can provide support as well.

Reading Goal:	Writing Goal:

We expect that with daily practice, the goals will be accomplished on or around _____.

Here are some ways you can help _____ at home:

Reading	Writing

I welcome your thoughts and feedback!

Sincerely,

Table for Summarizing Analysis of Data

Tool	Strengths	Possibilities for Growth
Reading Log	•	•
Writing about reading	•	•
Running Record	•	•
Independent reading assessment	•	•

Planning Your Week

	Monday	Tuesday	Wednesday	Thursday	Friday
Strategy Lesson (10 min)					
Strategy Lesson (10 min)					
Conferences (5 minutes each)					
Guided Reading (15–20 min)					
Other (____ min)					
Notes					

Possible Goals

I think _____ needs to _____

because I saw _____ when looking at the
_____, and _____

when looking at the _____.

I think _____ needs to _____

because I saw _____ when looking at the
_____, and _____

when looking at the _____.

I think _____ needs to _____

because I saw _____ when looking at the
_____, and _____

when looking at the _____.

I think _____ needs to _____

because I saw _____ when looking at the
_____, and _____

when looking at the _____.

Note-Taking Form to Communicate with Other Teachers

Who	Date	Strengths	Teaching Possibilities