

# Literacy Intervention Program Requirements

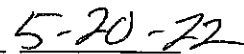
## Checklist (grades K-3)


Please complete and return to the Director of Elementary Education at the end of May.

- € Administer statewide assessment to **all** students in the fall, winter, and spring
  - Fall
  - Winter
  - Spring
  
- € Identify any student in grades K-3 who exhibits a deficiency in reading at any time throughout the year
  
- € Create an individual reading improvement plan for each student that is deficient with parent input within 30 days (these are currently maintained in Mileposts)
  
- € Parent(s) must be notified in writing
  
- € Parent(s) must be given strategies for helping at home
  
- € Each student must receive intensive reading intervention until the student is determined to be proficient for their grade level
  
- € Progress in interventions must be provided to the parent each trimester
  - Fall – the intervention plan
  - Winter – parent/teacher conferences
  - Spring – may send home with report card
  
- € Narrative submitted to the district office of how the school will ensure that students receive the minimum hours of intervention required by law (60 hours for students who score Below Basic and 30 hours for students who score Basic)

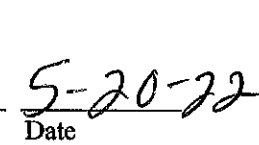
  
Literacy Coordinator – printed name

  
Literacy Coordinator – signature

  
Date

  
Principal – printed name

  
Principal – signature

  
Date