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Jacquelyn M. Cannon
Principal

Anne Keegan
Assistant Principal

Jamie Michel
Literacy Coach

June 20, 2005

Nora Robinson
Teacher of 1-Purple

Dear Ms. Robinson,

On Monday, June 6, 2005, you met with Miss Michel to discuss your students' progress. I received Miss Michel's notes and feedback on this meeting. After reviewing your Instructional Reading Levels Tracking Sheets, I have noted the following:

- ♦ 5 of your students are on Level 30, a Fifth Grade reading level.
- ♦ 3 of your students are on a Third Grade reading level.
- ♦ 15 of your 19 students are above the First Grade benchmark Level 16.
- ♦ 2 of your students are at Level 16.
- ♦ 2 of your students are below Level 16, the First Grade benchmark level.

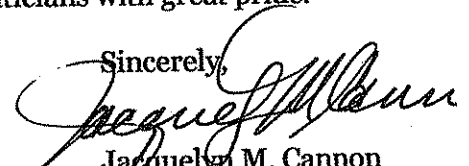
During your conversation with Miss Michel, you were able to articulate where your students progressed as readers both during this past month and throughout the school year as a whole. For your struggling readers, you noted the strategies and practices that proved most effective in moving them as readers.

The support you offered your struggling readers by meeting with them for small group instruction everyday, differentiating your instruction to better meet their needs, and conferring with them regularly has resulted in outstanding student achievement. Overall, your students are leaving first grade prepared for the challenging transition to second grade.

At this time, I would like to commend you for successfully meeting the myriad deadlines set during this past month concerning the literacy and math assessments. Also, having your cumulative folders ready and organized for the end of the year student promotion process helped make this often hectic time a positive experience.

This year has offered both challenges and rewards. Throughout it, you have consistently maintained high expectations of both yourself and your students. As the year comes to an end, I look back on how far your students have come as readers, writers, and mathematicians with great pride.

Sincerely,



Jacquelyn M. Cannon
Principal

I have received a copy of this letter and understand that it will be placed in my file.

Teacher's Signature: _____ Date: _____