

Sample Parent Letter

Dear Parents,

I would like to explain the spelling program we will be using this year. It is probably a little different from what you have been familiar with in the past, so if you have any questions that are not cleared up by this letter, please feel free to contact me. I will also answer questions at our Open House meeting next week.

This year I will be working with your child to develop individual spelling lists that are appropriate for your child and that contain words that s/he needs to know how to spell. Each child's spelling list will be different according to his/her needs. Half of the words on the list will be "pattern" words--words that follow a phonetic pattern or skill we are working on. Some examples include: short "a" words, consonant blends, or contractions. The other half of your child's list will come from words s/he has misspelled in his/her daily writing.

This year you may hear your child talk about "green pen" words and you will see "green pen" words on your child's written work. Green pen words are those words that your child has misspelled in daily work. When I look over your child's work and notice a misspelling, I will circle it in green and write it correctly at the bottom of the page. I will then write these words on his/her Spelling Assessment Sheet, and these words will become part of a future spelling list. The purpose of "green penning" words is not to punish students or call attention to mistakes, but rather to help them become more aware of correct spelling and help them improve. **Important note:** I will not correct every misspelled word in your child's daily writing. I will only green pen words that are developmentally appropriate for your child to learn.

The following is the schedule for our weekly spelling workshop:

- Friday - I will pretest students on 10-12 pattern words. Each child will choose up to 3 of the words s/he misspelled on the pretest and add these words to an individual spelling list. Students will then look on their Spelling Assessment Sheets for green pen words they need to learn how to spell. They will add 3 of these to their spelling lists.
- Monday through Wednesday - We will learn and practice spelling and phonics strategies to review the spelling pattern of the week.
- Thursday - Students will take a spelling quiz on the 8 words on their lists. Any misspelled words will be added to the following week's list.
- Homework: Practice reading, pronouncing, and spelling words on the spelling list. Complete and return the written spelling homework assignment by Wednesday each week. Homework assignments will be sent home on Mondays.

I hope this explanation is clear and helpful to you as you work with your child to help improve his/her spelling this year. Again, if you have any questions, please bring them to Open House or call me at _____.

Sincerely,
Mrs. Johnson