



Miami-Dade County Public Schools
Pre-Kindergarten through Grade 5
2024-2025 Required Parental Notifications



Parental Notification Required	Florida Statutes, School Board Policy, Other	Rationale	Guidance for Communication with Parents	Grade Levels
Notification to Parents of Voluntary Pre-Kindergarten (VPK) Lottery Selection Status	Voluntary Pre-Kindergarten (VPK) Program Lottery/Registration Procedures and Attendance Guidelines	To inform families of the student's VPK Lottery selection status for the upcoming school year.	All VPK Lottery parents must be notified in writing regarding their child's enrollment status that resulted from the VPK lottery selection process, within 1 week of the lottery date.	VPK
Notification to Parents of Voluntary Pre-Kindergarten (VPK) Coordinated Screening and Progress Monitoring Program Results	Florida Board of Education Rule 6M-8.620	To keep families informed on VPK student academic progress.	Each private pre-kindergarten provider and public school must provide a student's performance results from the coordinated screening and progress monitoring to the student's parents within 7 days after the administration of such coordinated screening and progress monitoring.	VPK
Notification to Parents of Selection to the Head Start/Early Head Start Program	Florida Statutes §1302.12; Florida Statutes §1302.13; Florida Statutes §1304.14; and Florida Statutes §1302.15	Children will be enrolled into Head Start (HS) or Early Head Start (EHS) classroom based on a point system as determined/assigned from the established selection criteria. Parents are notified when child is	Prospective parents complete the HS/EHS application on paper or online and submit proof of income for the past 12 months, proof of child's age, and two (2) proofs of Miami-Dade County residency to any Head Start location. Points are assigned to each family applying based on a variety of criteria. HS/EHS staff selects the income eligible child with the highest number of points and notifies the family of selection.	VPK

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<p>Notification to Parents of Head Start/Early Head Start Screening Results</p>	<p>Florida Statutes §1302.40; Florida Statutes §1302.102; and Florida Statutes §1302.46</p>	<p>selected for HS/EHS and informed of next steps.</p> <p>All children will have developmental, sensory, and behavioral screenings performed within 45 calendar days of the child's entry to the program. Parents are informed of all screening results as well as information on follow up intervention and/or recommendations.</p>	<p>All screening results are shared with parents during the first home visit, conducted in November or December of each program year. At this conference, the Head Start/Early Head Start teacher will review the results and document them on the <i>HS/EHS Home Visit</i> form.</p> <p>For children who start later in the school year, screening results will be shared with parents within two weeks of completing the screenings. Screenings will be shared during a parent-teacher conference and documented on the <i>HS/EHS Parent - Teacher Conference</i> form.</p>	<p>VPK</p>
<p>Notification to Parents of Students Exhibiting a Substantial Deficiency in Early Literacy Skills in the Voluntary Pre-Kindergraten Education Program</p>	<p>Florida Statutes § 1008.25</p>	<p>The parent of any student in a Voluntary Pre-Kindergraten Education Program provided by a public school who exhibits a substantial deficiency in early literacy skills based upon the results of the midyear or final administration of the coordinated screening and progress monitoring must be notified in writing of specific information related to the student's deficiency and the academic support</p>	<p>Intervention requirements were expanded to include VPK students in public school VPK programs who exhibit a substantial deficiency in early literacy or early math skills based upon the results of the midyear or final administration of the coordinated screening and progress monitoring system.</p> <p>Immediate written notification of specific items to parents of any student who exhibits a substantial deficiency in reading or math is required.</p>	<p>VPK</p>

Parental Notification Required	Florida Statutes, School Board Policy, Other	Rationale	Guidance for Communication with Parents	Grade Levels
Notification to Parents of Students Who are Eligible for the New Worlds Scholarship Accounts and New Worlds Reading Initiative in Voluntary Pre-Kindergarten through Grade 5.	Florida Statutes § 1003.485, The New Worlds Reading Initiative and Florida Statutes § 1002.411, New Worlds Scholarship Accounts	provided by the school, as explained in the Voluntary Pre-Kindergarten Education Program Requirements of School Board Policy 5410, Student Progression Plan.	Parents of students with a substantial deficiency in Early Literacy Skills after the most recent progress monitoring assessment shall be notified of this deficiency and will receive communication regarding the New Worlds Reading program and New Worlds Scholarship Account.	VPK - 5
Notification to Parents of Promotion of Students That Have Satisfactorily Completed Kindergarten Outside of M-DCPS to Grade 1	School Board Policy 5410, Student Progression Plan	The assignment of a student to a higher grade should be made on the basis of the student's achievement and/or evidence that the student will benefit more from the instructional program at the advanced grade level. The probable long-range academic, social, and	Formal notification to the parent that their child is receiving an accelerated grade placement.	K-5

Parental Notification Required	Florida Statutes, School Board Policy, Other	Rationale	Guidance for Communication with Parents	Grade Levels
Notification to Parents Regarding Progress Monitoring	Florida Statutes § 1008.25 School Board Policy 5410, Student Progression Plan	<p>The academic progress of students must be monitored to ensure that students are mastering the standards for a grade level or course. In accordance with the requirements of Florida Statutes § 1008.25, each student who does not achieve a Level 3 or above on the statewide, standardized English Language Arts assessment (FSA FAST ELA), or the statewide, standardized Mathematics assessment (FSA FAST Mathematics) must be evaluated to determine the nature of the student's difficulty, the areas of academic need, and strategies for providing academic supports to improve the student's performance.</p>	Parents must be informed of the student's areas of academic need.	K-5

Parental Notification Required	Florida Statutes, School Board Policy, Other	Rationale	Guidance for Communication with Parents	Grade Levels
Notification to Parents of Unsatisfactory or Failing Work in Any Course or Grade Assignment	Florida Statutes § 1008.25 School Board Policy 5410, Student Progression Plan	Communication between the school and the parent is essential and parental notification of student academic progress is a requirement as indicated in Florida Statutes § 1008.25. For students from homes where a language other than English is spoken, every effort should be made for communication to take place in the parent's language.	<p>The parent must be notified in writing at any time during a grading period when it is apparent that the student may fail or is doing unsatisfactory work in any course or grade assignment.</p> <p>Parents should also be notified in writing when a student is receiving instruction in an accelerated class or grade placement to include courses taken with Florida Virtual School and/or other district-approved online courses.</p> <p>An acknowledgment of the receipt of such notification by the parent should be obtained.</p> <p>Parents must also be provided with results from the state's FAST Progress Monitoring Assessments within two weeks of administration in accordance with Florida Statutes § 1008.25.</p>	K-5
Notification to Parents Regarding Results from the state's FAST Progress Monitoring Assessments	Florida Statutes § 1008.25 School Board Policy 5410, Student Progression Plan		<p>Parents must be provided with results from the state's FAST Progress Monitoring Assessments, available on the Florida Family Portal (https://fl-familyportal.cambiumast.com/#/) within two weeks of administration in accordance with Florida Statutes § 1008.25.</p>	K-5

Parental Notification Required	Florida Statutes, School Board Policy, Other	Rationale	Guidance for Communication with Parents	Grade Levels
Notification to Parents Regarding Interim Progress Reports	School Board Policy 5410, Student Progression Plan	Interim progress reports will be disseminated to all students at mid-grading period that will reflect earned grade/performance evaluation to this point. Prior to the end of the grading period, if the student shows a decline in performance, a second interim progress report will be issued. Additionally, the teacher shall send an interim progress report to the parents of students whose performance shows a decline prior to the end of each grading period to inform the parents of their child's status.	An interim progress report must be sent home by the teacher to the parent at any time during the grading period when it becomes evident that the student is performing unsatisfactorily in academics, conduct, or effort.	K-5
Notification to Parents of Student Progress by Schools	School Board Policy 5410, Student Progression Plan	Schools are to utilize a collaborative process to notify the parent when it is apparent that a student is not able to achieve at the minimum level expected of the grade. In cooperation with the parent, the teacher shall attempt to	<p>In order to assure consistency in reporting unsatisfactory progress to the parent, each school principal shall implement the following procedures:</p> <ul style="list-style-type: none"> Each school will publish in its opening of school bulletin, school newspaper, student handbook, or other communiques to parents and 	K-5

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		<p>provide special assistance for the student. When students are from homes where a language other than English is spoken, such notification (written and oral), as well as important school documents, must be provided in the home language to the extent possible.</p>	<p>students the methods and procedures utilized to notify the parent of a student's unsatisfactory progress. The responsibility of the parent in this entire process should be specifically stated. Once the notification of unsatisfactory progress has been provided to the parent through interim reports during the grading period, it is incumbent upon the parent to contact school officials for further assessment of the student's performance.</p> <ul style="list-style-type: none"> Teacher-parent conferences should take place when students are in need of academic improvement and when students are judged to possess unique academic potential. Teacher-parent conferences are recommended when students display a consistent pattern of disruption or demonstrate unacceptable academic achievement through failure to exert sufficient effort. Teachers shall afford the parent of every student an opportunity for a teacher-parent conference. Teacher-parent conferences must be conducted in the home language of the parents to the extent possible. 	

Parental Notification Required	Florida Statutes, School Board Policy, Other	Rationale	Guidance for Communication with Parents	Grade Levels
Notification to Parents of Students with Disabilities Regarding Report Cards and Interim Progress Reports	School Board Policy 5410, Student Progression Plan	Students with disabilities shall continue to receive the report card and a standardized interim progress report form that is received by general education students and the ESE-EMS Status Report.	In addition, the ESE-EMS Status Report on Goals must be provided to the parent concurrent with the issuance of report cards. The report card provides parents with specific information regarding the students' mastery of the State Academic Standards/B.E.S.T. The ESE-EMS Status Report on Goals provides parents with specific information regarding the student's progress toward mastery of IEP goals.	K-5
Notification to Parents of Students in Grades K-2 of Retention	Florida Statutes § 1008.25	The parent of any student in kindergarten through grade 2, who exhibits a substantial deficiency in English Language Arts and mathematics must immediately be notified in writing of the retention.	The school must apprise the parent of the retention plan, allow the opportunity for parental input on the retention decision, and provide information on the importance of students mastering early literacy and communication skills in order to be reading at or above grade level by the end of grade 3.	K-2
Notification to Parent of Retained Third Grade Student	Florida Statutes § 1008.25(5)(c) and Florida Statutes § 1002.20 School Board Policy 5410, Student Progression Plan	The parent of a third grade student who did not score a Level 2 or higher on the statewide, standardized English Language Arts assessment and were retained in third grade must be notified in writing that their child has not met the proficiency achievement level required for promotion and	The notification must be in writing and comply with Florida Statutes § 1008.25(5)(c) and Florida Statutes § 1002.20 and must include a description of proposed interventions and supports that will be provided to the child to remediate the identified areas of reading deficiency.	Grade 3

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<p>Notification to Parent of Students in Grades K-3 Exhibiting a Reading Deficiency</p>	<p>Florida Statutes § 1008.25 School Board Policy 5410, Student Progression Plan</p>	<p>the reasons the child is not eligible for a good cause exemption.</p> <p>The parent of any student who exhibits a substantial deficiency in reading, based upon locally determined or statewide assessments conducted in kindergarten or grade 1, grade 2, or grade 3, or through teacher observations, must be notified in writing and given additional targeted reading instruction immediately following the identification of the reading deficiency.</p> <p>To be promoted to grade 4, a student must score a Level 2 or higher on the statewide, standardized English Language Arts assessment required under Florida Statutes § 1008.22, for grade 3. If a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring Level 2 or higher on the</p>	<p>The notification must be in writing and comply with Florida Statutes § 1008.25 and must include a description of current services provided to the child; proposed intensive interventions and supports; if the child's deficiency is not remediated by the end of grade 3 the child must be retained unless he or she is exempt from mandatory retention for good cause; and strategies, including multisensory strategies and programming, through a read-at-home plan that will be provided to the child to remediate the identified areas of reading deficiency; that the statewide, standardized English Language Arts assessment is not the sole determiner of promotion and that additional evaluations, portfolio reviews, and assessments are available to the child; the district's specific criteria and policies for a portfolio and the evidence required for a student to demonstrate mastery of Florida's state academic standards for English Language Arts; and information about the student's eligibility for the New Worlds Reading Initiative under Florida Statutes § 1003.485 and the New Worlds Scholarship Accounts under Florida Statutes § 1002.411 and information on parent training modules and other reading</p>	<p>K-3</p>

Parental Notification Required	Florida Statutes, School Board Policy, Other	Rationale	Guidance for Communication with Parents	Grade Levels
		<p>statewide, standardized assessment required under Florida Statutes § 1008.22, for grade 3, the student must be retained.</p>	<p>engagement resources available through the initiative.</p> <p>After initial notification, the school shall apprise the parent at least monthly of the student's progress in response to the intensive interventions and supports. Such communications must be in writing and must explain any additional interventions or supports that will be implemented to accelerate the student's progress if the interventions and supports already being implemented have not resulted in improvement.</p>	
<p>Notification to Parent of Students in Grades K-4 Exhibiting a Mathematics Deficiency</p>	<p>Florida Statutes § 1008.25 School Board Policy 5410, Student Progression Plan</p>	<p>The parent of any student in kindergarten through grade 4 who exhibits a substantial deficiency in mathematics or the characteristics of dyscalculia based upon screening, diagnostic, progress monitoring, or assessment data; statewide assessments; or teacher observations must be notified:</p> <ul style="list-style-type: none"> • Immediately following the identification of the mathematics 	<p>The notification must be in writing and comply with Florida Statutes § 1008.25 and must include that his or her child has been identified as having a substantial deficiency in mathematics, including a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in mathematics; a description of the current services that are provided to the child; a description of the proposed intensive interventions and supports that will be provided to the child that are designed to remediate the identified area of mathematics deficiency; and strategies, including multisensory strategies and programming, through a home-based plan</p>	<p>K-4</p>

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		<p>deficiency, be provided systematic and explicit mathematics instruction to address his or her specific deficiencies through either:</p> <ul style="list-style-type: none"> • Daily targeted small group mathematics intervention • Supplemental, evidence-based mathematics interventions before or after school, or both delivered by a highly qualified teacher of mathematics or a trained tutor. • The student must be monitored, and instruction must be adjusted based on the student's need. • A school may not wait for a student to receive a failing grade at the 	<p>the parent can use in helping his or her child succeed in mathematics.</p> <p>After the initial notification, the school shall apprise the parent at least monthly of the student's progress in response to the intensive interventions and supports. Such communications must be in writing and must explain any additional interventions or supports that will be implemented to accelerate the student's progress if the interventions and supports already being implemented have not resulted in improvement.</p>	

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		<p>end of a grading period or wait until a plan is developed to identify the student as having a substantial mathematics deficiency and initiate intensive mathematics interventions. In addition, a school may not wait until an evaluation conducted pursuant to Florida Statutes § 1003.57 is completed to provide appropriate, evidence-based interventions for a student whose parent submits documentation from a professional licensed under chapter 490 which demonstrates that the student has been diagnosed with dyscalculia. Such interventions must be initiated upon receipt of the documentation and based on the student's specific areas of difficulty as identified by the licensed professional.</p>		

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		<ul style="list-style-type: none"> The mathematics proficiency of a student receiving additional mathematics supports must be monitored and the intensive interventions must continue until the student demonstrates grade level proficiency in a manner determined by the district, which may include achieving a Level 3 on the statewide, standardized Mathematics assessment. The State Board of Education shall identify by rule guidelines for determining whether a student in kindergarten through grade 4 has a substantial deficiency in mathematics. 		
Notification to Students and Parents of Grade Change	School Board Policy 5410, Student Progression Plan	M-DCPS has standardized procedures in the event that a teacher or a principal finds it necessary	If a change in grade is made students and their parents shall be notified of all such changes.	K-5

Parental Notification Required	Florida Statutes, School Board Policy, Other	Rationale	Guidance for Communication with Parents	Grade Levels
<p>Notification to Parent of Students with Disabilities about Parental Rights Regarding the Statewide Standardized Assessments for Students with Disabilities</p>	<p>School Board Policy 5410, Student Progression Plan</p>	<p>State mandates require that parents of Students with Disabilities be notified regarding student assessment and accommodations.</p>	<p>Parents must:</p> <ul style="list-style-type: none"> Be notified and provided with information regarding the implication of non-participation, should their child not participate in the assessment; Be informed when their child is being provided with accommodations in the classroom that are not permitted on state assessments; Sign consent in order for their child to receive accommodations in the classroom that would not be permitted on state assessments; Acknowledge in writing that they understand the implications of their child receiving accommodations in the classroom that are not permitted on state assessments; and Be informed of the potential impact on their child's ability to meet expected proficiency levels in reading, writing, and math when students are provided with 	<p>K-5</p>

Parental Notification Required	Florida Statutes, School Board Policy, Other	Rationale	Guidance for Communication with Parents	Grade Levels
Notification Parent Regarding Consent for Gifted Evaluation	Florida Statutes § 1003.57, State Board Rule 6A-6.03019, and School Board Policy 2460	The district must obtain parent consent to conduct an evaluation for ESE, including gifted.	<ul style="list-style-type: none"> These regulations must be addressed at every IEP meeting. <p>Parent consent is obtained via the Parent Consent for Evaluation form that is signed at the School Support Team (SST) meeting.</p>	K-12
Notification to Parent Regarding Consent for Gifted Placement	Florida Statutes § 1003.57 and School Board Policy 2460	The district must obtain parent consent prior to placing a student in an ESE or Gifted class/service.	Parent consent is obtained via the Parent Consent for Initial Placement form completed through the ESE Educational Management System (ESE-EMS) at the Initial Staffing meeting.	K-12
Notification to Parent Regarding Gifted Procedural Safeguards	State Board Rule 6A-6.03313 and School Board Policy 2460	The Procedural Safeguards for Gifted provide parents with information regarding their rights related to their child's gifted identification and placement.	The Procedural Safeguards are provided to parents at every Educational Plan meeting, as well as the SST and initial staffing meeting.	K-12
Notification to Parent Regarding the Gifted Educational Plan	State Board Rule 6A-6.030191 and School Board Policy 2460	Educational Plans for Gifted including the student's strengths, needs, and services associated with a student's giftedness.	Parents are invited to attend and participate in Educational Plan meetings through a Notice of Meeting form. The Gifted EP is completed via ESE-EMS.	K-12

Parental Notification Required	Florida Statutes, School Board Policy, Other	Rationale	Guidance for Communication with Parents	Grade Levels
Notification to Parent of English Language Learner (ELL) Students Regarding Initial Placement and Annual Notification Letter	ESEA 1112(e)(3)(A), SBR 6A-6.0902	To inform parents of a student identified as an English Language Learner (ELL) of their child's participation in a language instruction program.	Parents of identified ELLs are provided the reason for initial and annual placement in the English for Speakers of Other Languages (ESOL) program, the method of instruction, the specific exit requirements and of their parental rights to opt out of Title III services.	K-5