

May 15, 2005

To: _____

Re: _____ (student name)

This letter is to inform you that a student from your classroom has been selected to participate in the Grand Valley State University College of Education EDR 685 Literacy Center Program that will be completed in the Godfrey-Lee Public Schools this summer. We hope that you will help us to understand the learning needs of this above named student. With full approval from the parents and your district, I have permission to request information from you about the student's literacy abilities. The information you provide will be very helpful in The GVSU Literacy Center Program. Specifically, the EDR 685 course, Field Experience: Practicum focuses on determining literacy needs (language, reading, and/or writing) and providing instruction based on those needs. Each student enrolled in the program will be tutored for 40 hours over the course of a three-week period in June, 2005.

In order that the program has information, we are asking that you please complete the attached questionnaire to the fullest extent possible. Because this is a summer project, we will not have direct access to you for further information or clarification so we ask that you please provide enough detailed information so that the program participants can quickly complete a background history for the student. And understand the student as a learner.

All GVSU EDR 685 students are certified MI teachers working on a Master Degree in Reading/Language Arts. This course is taken as partial completion of that degree. Suzanne Richards is the GLPS contact administrator and I am the GVSU faculty overseeing the work of the graduate students in the Literacy Center Program. If you need any further information, please contact one of us.

Thank you for your assistance in making the joint Godfrey-Lee Public School / GVSU Literacy Center Program a successful one.

Sincerely,

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- 7) Explain the reading program that this student has been exposed to this year.
[Example: does the district have a basal program, use thematic instruction, have SSR time daily, etc.]

- 8) Explain the writing program that this student has been exposed to this year. [John Collins process writing, 6+1 traits, writing workshop, etc.]

- 9) Explain the spelling program used in your classroom this past year.

- 10) What has the student attendance been like this year? If long periods of absences were there any special circumstances?

- 11) As a learner, what turns this student on? (What gets him/her excited about learning?)

- 12) What behaviors get in the students way of learning?

- 13) Is there anything else that we should know about this child that would be helpful in working with him/her in the GLPS/GVSU Literacy Center Program?