

## Sample Letters Requesting an Exemption

[District Letterhead]

May 1, 20XX

CIRR Board of Directors

Dear CIRR President,

**Re: Training a new Reading Recovery teacher at \_\_\_\_\_ School in [School District]**

We are requesting an exemption from the CIRR Standard 10.4 “Ensure consistent, 30 minute daily instruction for a minimum of 4 children on all days that the school is in session (5 lessons per week). This provides the range of experiences with a variety of children that is important for high quality teacher training.”

[School Name] has a projected population of 10 grade one students for the upcoming school year and 8 students the following year. It would not be possible for [teacher’s name] to travel to a nearby school to teach additional students as our community is a 45-minute drive away. We request that [teacher’s name] be able to train as a Reading Recovery teacher over a two-year period in 20XX/XX and 20XX/XX, working with two children at a time instead of four. This exemption is requested as we anticipate we can serve the 20 to 25% of grade one students with the greatest difficulties in one hour per day.

We support the goals of Reading Recovery and look forward to hearing from you.

Sincerely,  
[District Administrator]

[District Letterhead]

May 1, 20XX

CIRR Board of Directors

Dear CIRR President,

**Re: Small Reading Recovery Training Group in [District Training Centre]**

We are requesting an exemption from the CIRR Standard 15.7 “Teach a training class of 8-12 teachers, as needed within the district, in subsequent years. The minimum class size is eight teachers in order to allow an appropriate level of interaction and an adequate exchange of ideas.”

For the upcoming 20XX-20XX school year, 6 of 10 schools in our district will need to train a new Reading Recovery teacher. Our geographical location limits access to our training centre and the services of our teacher leader. Therefore, we would like to offer training to the 6 teachers utilizing the following schedule:

|   |  |                       |
|---|--|-----------------------|
| Assessment Training 1<br>Assessment<br>Training 2 | Each RR teacher will bring a classroom teacher to receive training in administering the Observation Survey tasks | Total group size = 12 |
| Assessment Training 3                             | Each RR teacher will bring a classroom teacher to receive training in administering the Observation Survey tasks | Total group size = 12 |
| Assessment Training 4                             | RR teachers in training  | Total group size = 6  |
| ISS 1 and 2                                       | Video lessons  | Total group size = 6  |
| ISS 3, 4, and 5                                   | RR teachers in training teach for their colleagues   | Total group size = 6  |
| ISS 6   | 2 CC teachers to teach and join the session*   | Total group size = 8  |
| ISS 7, 8, and 9                                   | RR teachers in training teach for their colleagues   | Total group size = 6  |
| ISS 10  | 2 CC teachers to teach and join the session*   | Total group size = 8  |
| ISS 11, 12, and 13                                | RR teachers in training teach for their colleagues   | Total group size = 6  |
| ISS 14  | 4 CC teachers join the session*, 2 training teachers to teach  | Total group size = 10 |

|        |   |                       |
|--------|---|-----------------------|
| ISS 15 | RR teachers in training teach for their colleagues            | Total group size = 6  |
| ISS 16 | 4 CC teachers join the session*, 2 training teachers to teach | Total group size = 10 |
| ISS 17 | RR teachers in training teach for their colleagues            | Total group size = 6  |
| ISS 18 | 4 CC teachers join the session*, 2 training teachers to teach | Total group size = 10 |

\*Participation by the Continuing Contact (CC) teachers will account for 4 of the 8 required continuing contact sessions.

We support the goals of Reading Recovery and look forward to hearing from you.

Sincerely,  
[Liaison Administrator]