

Sample Staff and Family Letters for Before, During, and After a HQIM Adoption

Before HQIM Adoption

Dear Staff and Families,

Strong reading skills open doors for students in every subject and every grade. To ensure we are providing the best possible support for our learners, our district is beginning a year-long review of our reading instructional materials.

This process will allow us to reflect on what is working well, identify areas for growth, and explore high-quality options aligned with current research on how students learn to read. Throughout the year, teams of educators will study materials, review evidence, and consider how different resources could support effective teaching and learning.

During the adoption process, we will:

- Review student learning data and classroom experiences
- Study high-quality, research-based reading materials
- Gather input from teachers and families
- Take the time needed to make a thoughtful, informed decision

Our teachers remain the heart of reading instruction. Any materials we consider are meant to support (not replace) their professional expertise and daily work with students.

We are committed to clear communication throughout this process and will share updates as the work continues. Thank you for your partnership as we take this important first step together.

Sincerely,

[Superintendent name]

During HQIM Adoption

Dear Staff and Families,

As part of our ongoing effort to strengthen reading instruction, our district has reached the midpoint of our instructional materials review process. We would like to share what comes next and invite families to participate.

Through careful review, teacher collaboration, and alignment to reading standards, the adoption committee has narrowed the options to **three sets of instructional materials**. These will now be examined more closely.

In the coming weeks, selected teachers will pilot lessons from each option. Their feedback will help us better understand how the materials support instruction, engage students, and fit within daily classroom practice.

We believe family voices are essential to making a well-informed decision. Families are invited to attend a meeting where you can preview the materials, ask questions, and share your thoughts.

Family Materials Review Meeting:

[Date, time, and location or virtual link]

This process remains thoughtful and deliberate. No final decision has been made yet. Thank you for your continued support and for partnering with us as we work to ensure strong reading instruction for every student.

Sincerely,

[Superintendent name]

After HQIM Adoption

Dear Staff and Families,

After a thoughtful, year-long review process, I am pleased to share that our district has selected new high-quality instructional materials for reading that will be implemented beginning next school year: **[Insert name of the materials]**.

This decision followed a careful process that involved educators, classroom pilots, and family input. Thank you to everyone who contributed time, expertise, and perspective along the way.

The materials we selected are strong, research-based resources designed to support effective reading instruction. At the same time, it is important to be clear: reading success does not come from materials alone. Reading achievement grows through a combination of:

- High-quality instructional materials
- Effective instruction led by skilled teachers
- Support from families
- Effort and engagement from students

Each teacher and their instructional skills contribute to student success. Family support and student effort also make a difference. The new materials are one part of a larger system working together to support student growth.

Over the coming months, teachers will engage in professional learning to prepare for implementing the new materials. We look forward to continuing this work together and supporting students as they develop the reading skills they need for success.

Sincerely,

[Superintendent name]