



DATE: April 6, 2012

TO: Superintendents, Principals, Curriculum and Staff Development Personnel,
District Literacy Coordinators

FROM: Bobbie Burnham, Program Manager

RE: Reading Well by Third Grade Initiative – **Data Template Now Available**

Minnesota Statutes, section 120B.12, requires all public schools to submit data from locally determined literacy assessments by June 1, 2012, for students enrolled in Kindergarten, Grade 1 and Grade 2. The data will be submitted to MDE using the **Excel Template accessible through the [Reading Well webpage](#)** or the **[MDE Data Submissions page](#)**. Please remember to download the template, and follow the directions to add the appropriate information before entering any data. Please use the submission instruction document as a step-by-step guide to upload the district information through a secure server.

In addition, a frequently asked questions document addressing local literacy plan requirements, data submission expectations, and literacy incentive aid information is available on the [Reading Well webpage](#). Districts are encouraged to contact Kari Ross, MDE Reading Specialist, at any time through the development, submission, and implementation process.

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