



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents, Principals, and School Leaders

From: Lynn Schemel, Chief Academic Officer, Melanie Hazelwood, Director of Literacy Center

Date: February 28, 2025

Subject: 2025 Individual Reading Plan Guidance and Template

[Indiana Code \(IC\) 20-30-7-13\(d\)](#) requires all schools to provide summer school programming for students who need additional reading support – specifically, grade two students at risk of not being proficient and grade three who are not proficient in reading, as determined by the IREAD assessment. Students who attend less than 90% of the summer program must have an individual reading plan for the following school year, aligned with science of reading.

A customizable template to meet this requirement is available for download [here](#). An exemplar can be found [here](#) for reference.

The individual reading plan may include, but is not limited to, the information below:

1. Student data;
2. Specific area(s) of need;
3. Intervention Plan, including history of interventions used previously;
4. Progress monitoring tracker;
5. Parent communication log; and
6. Additional resources used for support.

Contact the Indiana Department of Education's (IDOE's) [Office of Student Assessment](#) for IREAD questions, [Literacy Center](#) for science of reading questions, or [Office of School Finance](#) for summer school program support.