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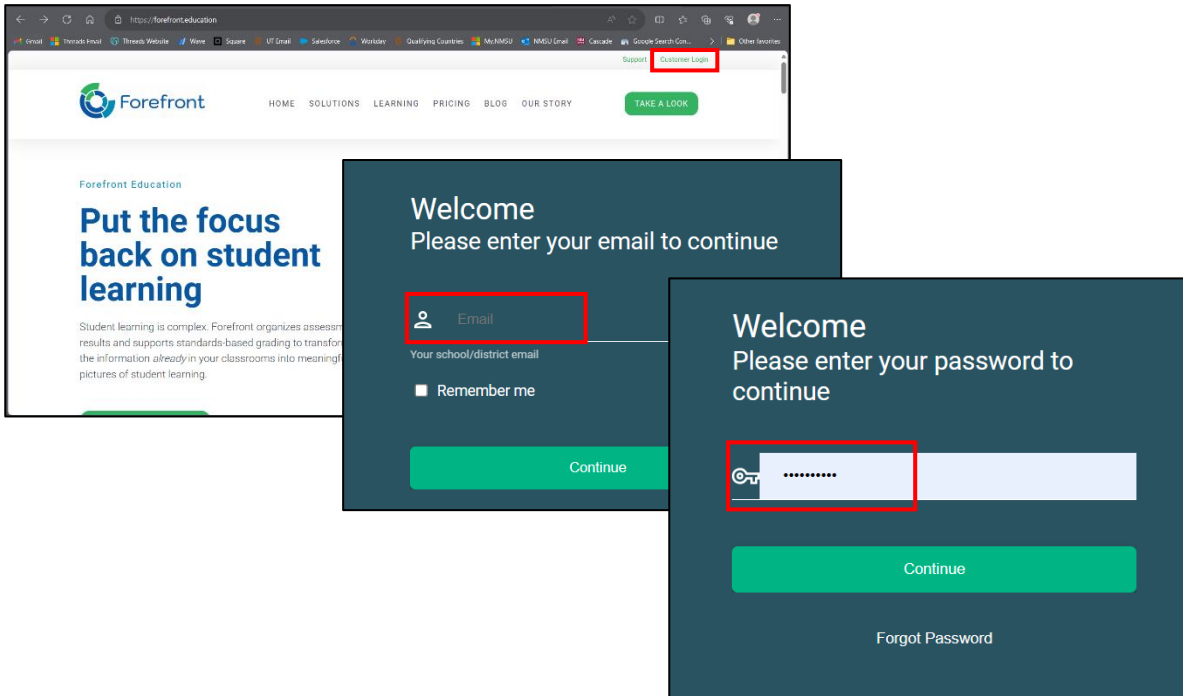
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Login to Forefront

A) Login to Forefront

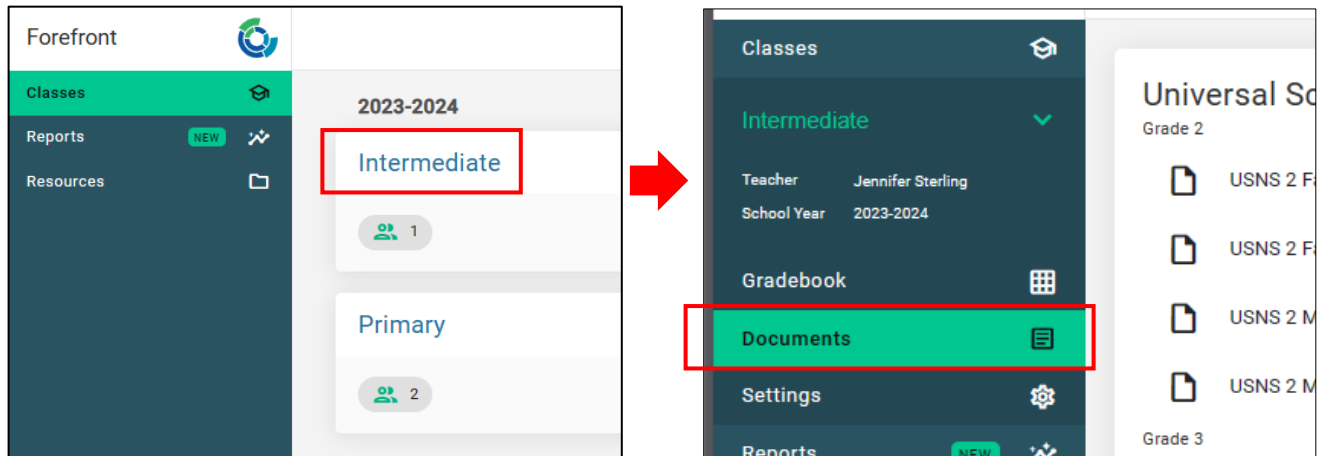
- Go to <https://forefront.education/> and click on **Customer Login**
- Enter your **email address** and click Continue
- Enter your **password** and click Continue



Download Letters

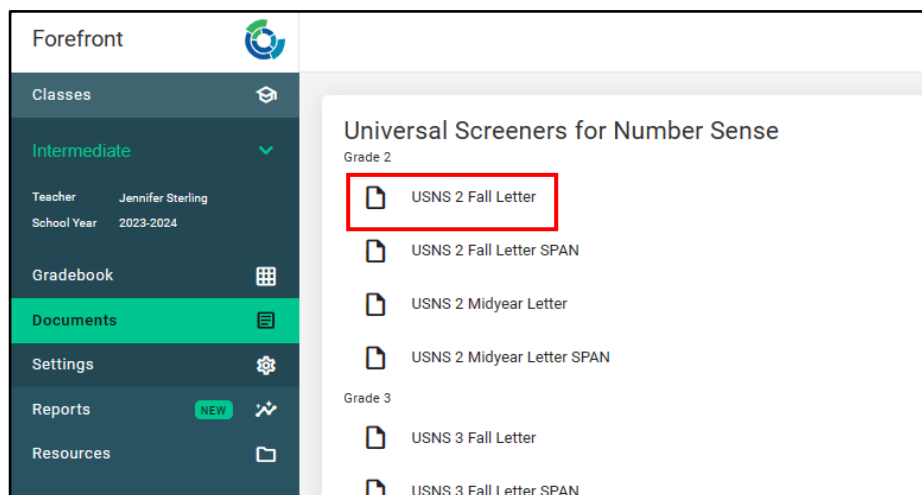
B) Navigate to the Documents Page for your Class

- a. Click on the Documents Tab
 - i. If you have multiple classes, you must select a class before the Documents tab becomes available



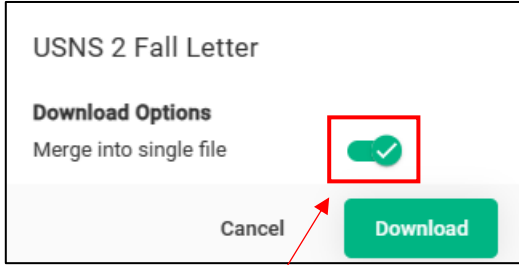
C) Navigate to the Letter for the Appropriate Assessment

- a. Click on the appropriate letter name for the Assessment that was given to the class
 - i. This example shows selection of a 2nd grade Fall letter (2nd grade Fall Assessment given)



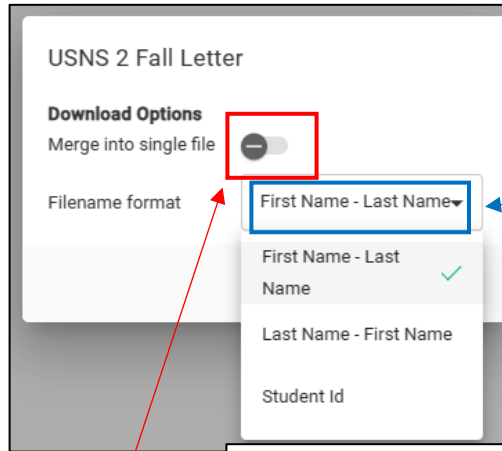
D) Configure Download Options

- a. Merge into single file is checked = all letters downloaded as a single Word document
- b. Merge into single file is NOT checked = separate Word documents are downloaded for each student in the class



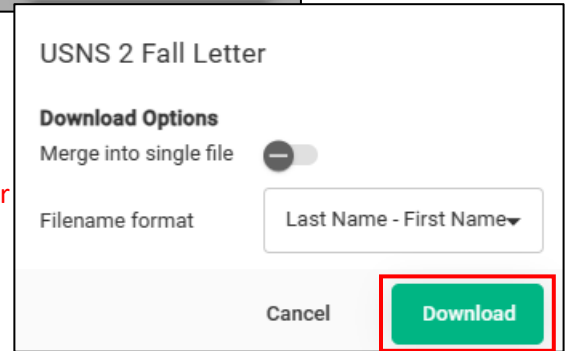
Keep this checked if you want one Word document for the whole class

OR



Select Word doc filename format from dropdown menu here

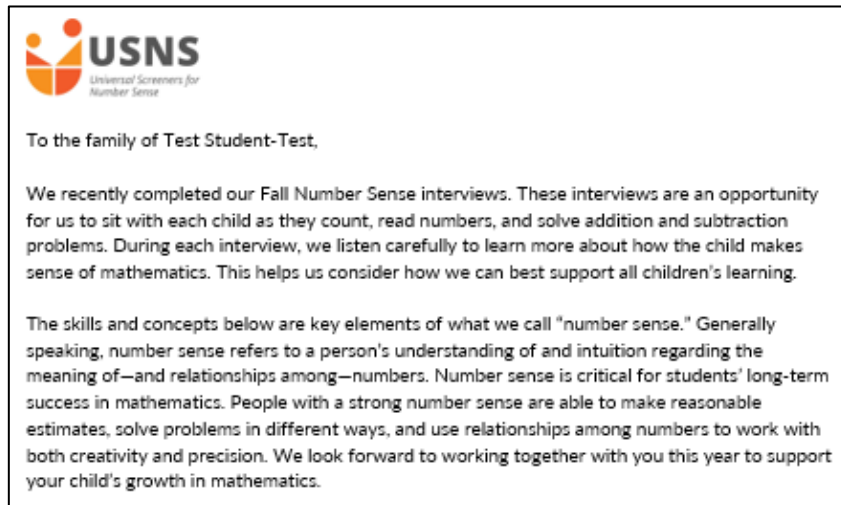
Unchecking this results in separate Word documents for each student in the class



Review Letters

E) Letters are downloaded as an editable Word Document and have 4 sections:

- a. Information copy for Parents to know why they're receiving this letter



b. What the student is doing well

During the assessment your student demonstrated the ability to:

- Read the numbers under 100 with confidence.
- Mentally add any two 1-digit numbers under 20 (e.g., I have 8 things and got 6 more. How do I have many altogether?).
- Add ten to a teen number.

c. Where the student needs support

Your student could benefit from additional support with:

- Counting by 1s starting at any number within 100.
Look for opportunities to count on from different numbers. For example, "There are 24 kids in your class. There will be 8 new kids joining next year! How many will that be? 25, 26, 27, 28, 29, 30, 31, 32!"
Make a game or habit of finding numbers (highway exit numbers, house numbers, prices) in the world around you and counting up (or down) from them. Emphasize patterns and focus on the moments when the count crosses multiples of 10. For example: "We're taking exit 62. Let's count up from 62 and see how far we can go! 62, 63, 64, 65, 66 ..."
Make a game out of taking turns saying a number and having the other person say the number that comes after it. (This can be a fun way to pass the time while in the car or on the bus.) You can also take turns counting: "I say 1, then you say 2, and we'll keep going that same way. Let's see how high we can go!"
- Counting beyond 100. For example, "Start counting at 87 and count as high as you can." (Count to at least 120)
Make a game or habit of finding numbers close to 100 (highway exit numbers, house numbers, prices) in the world around you and counting up from them. Emphasize patterns and focus on the moments when the count crosses 100. For example:

d. Resources for parents to help at home

Resources for helping your child at home:

Here are some websites with excellent ideas for parents to support children:

[Math at Home from The Math Learning Center](#)

free resources for math learning at home

Math Anywhere: <https://www.mathanywhere.org/>

ideas for younger children and their parents.

[Mixing in Math from TERC](#)

free resources for math learning at home

[Bedtime Math](#)

mathematical stories and conversation starters for caregivers and children