February 26, 2015

Dear Parent or Guardian:

As your child grows and learns during the school year, we want to determine what he or she knows, is able to do, and how well he or she can perform in core academic skill areas. We are writing to inform you that [school name] will administer the Partnership for Assessment of Readiness for College and Careers (PARCC), and DC Next Generation Science Standards (NGSS) tests this spring. These assessments are the required state assessments for DC, replacing the DC-CAS in Mathematics, English Language Arts/Literacy, and Science/Biology.

In the District of Columbia, the PARCC Mathematics and English Language Arts/Literacy (ELA) tests are required for students in grades 3-8, and for high school students when they are enrolled in courses aligned with the PARCC ELA II, and Geometry or Integrated Math II, depending on the student’s and school’s curriculum. At our school, [most students] will take the PARCC exam on [computers/paper]. The NGSS assessment is required for students in grades 5, 8, and for high school students enrolled in a Biology course. Please rest assured that students with identified learning needs will be provided necessary accommodations per their individual plans (IEP, ELL, 504).

At [school name], the assessments will be administered in the following windows:

[list your windows here]

PARCC Performance Based Assessment (PBA):

PARCC End Of Year Assessment (EOY):

Next Generation Science Standards Assessment (NGSS):

We are excited that DC students are participating in these high-quality, next generation assessments that will help all of us better understand what our students know and are able to do. We ask for your assistance in encouraging your child to do his or her best, and in making sure your child is present and on time during the testing windows for both assessment and instruction. Additionally, if your child was part of the National Assessment of Educational Progress (NAEP) sample this year, we want to thank you and your child for participating!

If you have any questions regarding the new assessments, please contact me, and I will be happy to speak with you. Thank you for your continued support and cooperation.

Sincerely,

[School Principal]

[School Contact information]

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