[Date]

Dear Parent or Guardian:

As your child grows and learns during the school year, we want to determine what he or she knows 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) test this spring. [If applicable, add: DC Science Assessment, Eligible students with significant cognitive disabilities will take the Multi-State Alternate Assessment (MSAA) or Dynamic Learning Maps (DLM) Assessments and/or: English Learner will take the ACCESS for ELLs 2.0 Assessment.] These state-required assessments for the District were first administered in the 2014-15 school year and provide critical insights to your child’s academic progress and ability. Detailed results from these assessments help parents understand their child’s needs and strengths and work with their school to identify resources to support their child’s education. Schools can use the information to better plan instruction, support and enrichment for students in the coming year and strengthen instruction for all students.

In the District of Columbia, the PARCC [or MSAA] Mathematics and English Language Arts/Literacy (ELA) assessments are required for students in grades 3-8, and for high school students when they are enrolled in courses aligned with the PARCC ELA I and II, and Algebra 1, Geometry or Integrated Math II, [or in 11th grade for MSAA eligible students] depending on the student’s and school’s curriculum. [Additionally, the District of Columbia requires the DC Science or Dynamic Learning Maps (DLM) assessments are required for students in grade 5, 8, and for high school students when they are enrolled in courses aligned with Biology.] At our school, [most students] will take the PARCC [and/or MSAA, DC Science and/or DLM] assessment on [computers/paper]. [ACCESS for ELLs 2.0 is a secure large-scale English language proficiency assessment administered to Kindergarten through 12th grade students who have been identified as English language learners (ELLs)]. 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:

DC Science:

MSAA:

Dynamic Learning Maps (DLM):

ACCESS for ELLs 2.0:

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. You can find a suite of helpful resources, including score reports, at www.osse.dc.gov/parcc and results.osse.dc.gov to help you better understand and prepare for the assessments. 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] ­