California Department of Education • December 2021

**California Assessment of Student Performance and Progress**

# California Alternate Assessments for English Language Arts and Mathematics Parent and Guardian Notification Letter Template

**Directions:** Adapt this letter by using school letterhead and inserting school information where indicated in brackets.

Dear Parent/Guardian:

There are many ways to measure your child’s learning. Your child’s teacher uses report card grades, classroom work, teacher observations, and end-of-year statewide test results to get a complete picture of your child’s learning. Each year, students participate in the California Assessment of Student Performance and Progress (CAASPP). Your child’s IEP calls for them to take the California Alternate Assessments. This year, your child will take the following tests:

* California Alternate Assessments (CAAs) for English language arts and math, required tests in grades 3–8 and 11

The testing schedule is listed below:

**[*Insert school testing schedule*]**

You are an important part of your child’s education. To make sure your child feels comfortable taking these tests, you can:

* Explain to your child that these tests are used as tools to help them learn, and they should not be anxious or scared.
* Explore the practice tests with your child at   
  [caaspp.org/practice-and-training/index.html](http://www.caaspp.org/practice-and-training/index.html) so they can become familiar with the platform and setup of the tests.
* Remind your child that you and their teacher want them to try their best and are there to help, every step of the way.

You will receive your child’s results at or before the beginning of the next school year. The results will identify where your child is doing well or needs more help, so you can better support their learning at home and teachers can better support their learning in the classroom.

To learn more about these tests go to the Starting Smarter web page at [ca.startingsmarter.org/](https://ca.startingsmarter.org/), or review the Parent Guides to Understanding at [cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp](https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp).

If you have questions, please contact **[*insert name of school contact*]** at **[*insert phone number and/or e-mail address*].**

Sincerely,

**[*Insert name of LEA superintendent or school principal*]**

**[Superintendent/Principal]**