California Department of Education • December 2021

**California Assessment of Student Performance and Progress**

# California Alternate Assessment for Science 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 gain a complete picture of your child’s learning. Your child’s individualized education program, or IEP, calls for your child to take the California Alternate Assessment for Science. This test will be given throughout the year as the science lessons are taught. Your child will be tested one-on-one by their teacher during the times that will allow your child to do their best.

**[*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 there is no need to 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.

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]**