California Department of Education • December 2021

**California Assessment of Student Performance and Progress**

# English, Math, Science, and Spanish 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 will take the following tests, depending on their grade level or instructional program:

* Smarter Balanced Summative Assessments for English language arts and math, required tests in grades 3–8 and 11
* California Science Test (CAST), a required test in grades 5 and 8 and once in high school
* California Spanish Assessment (CSA), an optional test in grades 3–8 and high school

This year, **[insert district name]** will give the summative assessments ***[insert: in person, remotely, or through a combination of in-person and remote].***

***[remove this section if administering in-person]****:* Your child will take the test at home. They will connect with a school staff member on the computer. Once you have helped your child enter the test session, please follow these guidelines during this test so your child can show what they can do on their own:

* Follow all instructions given by the school staff member.
* Do not talk about the questions on the test or any materials for the test with anyone before, during, or after the test.
* Do not record the test or take pictures of the test questions or of your child taking the test.
* Your child will be monitored through a web camera and microphone so the test administrator can provide support while taking the test. The test will not be recorded.

For more information on remote administration, visit [caaspp.org/resources/parent-resources/](https://www.elpac.org/resources/parent-resources/). If your child cannot use the computer’s camera, microphone, speaker, or headphone during remote testing, you may contact ***[insert name and contact information]*** and we will find a way to meet your child’s needs.

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 tests, you can:

* Explain to your child that these tests are 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*]**