[Insert Date]

Dear Parent/Guardian:

[Insert School] is preparing for the annual administration of the Alternate ACCESS, Montana’s English Learner Proficiency Assessment for alternate students. As listed on our school calendar, students in K-12 who are identified as Alternate English Learners and as alternate students will take the assessment on [Insert Dates/Date Range]. State and federal law require all students in our school to participate in this assessment for school accountability and services to the English Learner population.

The Alternate ACCESS is the English Language Proficiency assessment for academic achievement reporting for Alternate English Learners (ELs) in Grades K-12. The Alternate ACCESS is used to provide state, district, school, and individual student achievement information on the state-adopted content standards in English Proficiency. It is used by the state to provide a consistent picture of student proficiency and progress in academic English across Montana's public schools and private schools seeking accreditation. It is an important measure for understanding comparisons between schools, over time, and for gaining understanding of equity in educational services.

Our school uses statewide assessments to determine if we have reached or continue to approach reaching the overall competency to exit students from the EL program, to identify areas for improvement, and to address any equity issues. Once we identify areas for improvement, we use the data to set goals in our [Individual English Learner Plan (include outline/overview of what this plan may include].

[Date After testing,] our school will provide you with your child’s individual score report. Our district has implemented a policy to deliver score reports to families that protects student privacy and provides timely access so parents, teachers, and principals can work together to address specific academic needs identified from this assessment.

Our school’s state assessment results will be available to the public after administration of the Alternate ACCESS and can be accessed on the Office of Public Instruction’s state longitudinal data warehouse, [GEMS Student Achievement Dashboard](https://gems.opi.mt.gov/StudentAchievement/Pages/Overview.aspx). You can also visit the [Montana’s Every Student Succeeds Act (ESSA) Report Card](http://opi.mt.gov/Leadership/Academic-Success/Every-Student-Succeeds-Act-ESSA/Report-Card/Report-Card-Information-for-Families) to see how our school compares to other schools across Montana in a variety of different measures.

**Here are some things to note about state assessments:**

* Your child’s grades will not be impacted by their scores on the state tests.
* Your child’s privacy will be protected. State and federal laws, such as the Family Educational Rights and Privacy Act (FERPA), ensure these data remain confidential.
* Students with Individual Educational Plans (IEPs), Section 504 plans, or English Learner plans will be assessed based on individual student needs, consistent with all state and federal laws and regulations.

**Here are some things you can do to help:**

* Encourage your child to do their very best on everything they do in school, including this proficiency/growth assessment.
* Make sure your child gets plenty of sleep the night before each test and has a healthy breakfast.
* Support your child by explaining the purpose of the tests and helping with homework and test reviews.

We appreciate your partnership in helping [Insert School] fulfill the state requirement for assessment and supporting your child to do their best.

Please do not hesitate to contact us with any questions you may have about state testing this year. Questions can be directed to [School Contact] at [Contact Information].

Sincerely,

[Principal’s Name]