Sample Parent Letters can be found at:

<http://opi.mt.gov/Leadership/Assessment-Accountability/MontCAS/Parent-Corner>

This Sample Letter is specific for Parents/Guardians with Remote-Only Learners

[Insert Date]

Dear Parent/Guardian:

[Insert School] is preparing for the annual administration of the state mathematics, English language arts (ELA), and science assessments this spring. State assessments play an important role in understanding the impact COVID-19 has had on learning and to help identify what resources and supports students need. In accordance with [federal](https://www.congress.gov/114/plaws/publ95/PLAW-114publ95.pdf) and [state law](http://mtrules.org/gateway/ChapterHome.asp?Chapter=10%2E56), [Insert School] will offer the mathematics, ELA, and science grade-level assessments to students in grade [insert grade].

We are contacting you as we know your child is receiving instruction from [Insert School] as a remote-learner.

**The health and well-being of your child is our priority.** If your child is unable to attend school safely in person because of COVID-19, we do **not** expect them to be brought to school for the sole purpose of taking the state assessment(s). [If you do not wish to have your child participate in state assessments due to health and safety reasons, please complete the attached form (e.g., [Appendix B: Medical Exemption Parent-Family (Sample Form)](https://drive.google.com/file/d/10WsxBSWNX8yMAIDMHZ8o7TtFrx0Rh8tD/view?usp=sharing)) so [Insert School] can submit an exemption to the OPI].

We are writing to offer your child the opportunity to participate in these state assessments on the offered school [day(s)/time(s)] referenced below. However, the only option to participate in these state assessments is on school campus.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Math Testing**  | **ELA Testing**  | **Science Testing**  |
| **Offered Testing Day/Time** | [Insert day/time options] | [Insert day/time options] | [Insert day/time options] |

These state assessments can provide valuable information to families to know how children are performing and also progressing in relation to challenging content standards and grade-level expectations. It is our responsibility to ensure all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging academic content standards as measured through the state assessments, but the health, well-being, and safety of your child must come first. We appreciate your partnership in supporting and serving all children in our school.

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

Sincerely,

[Principal’s Name]