[Place on School Letterhead]

DRAFT April 27, 2021

Dear Parent/Guardian,

We want to thank you for your continued patience as we adapt our school practices and procedures to accommodate the many challenges presented by the COVID-19 pandemic. We appreciate that parents and students and teachers continue to step up in heroic ways and we are starting to see a light at the end of the tunnel. [**customize with re-opening sentence**]

As you may know, each year in the Spring, districts and schools are charged with administering the Smarter Balanced California Assessment of Student Performance and Progress (CAASPP) to students in grades 3–8 and 11th. On March 16, 2021, the California State Board of Education (SBE) took action to move forward with the administration of the CAASPP for the 2020-21 year, but with great sensitivity to the additional stress that annual assessments can place on teachers and students.

Based on the SBE’s action, the current Spring administration of the CAASPP has been adjusted to provide additional flexibility as follows:

* The assessment has been shortened by about an hour and a half for both mathematics and English language arts.
* Remote test administration has been enabled – allowing students to complete the assessment remotely from home.
* The testing window has been extended through the end of July – allowing teachers more time to cover content and curriculum.

The CAASPP tests continues to provide embedded universal tools and accommodations to ensure each student is able to fully engage with the test.

It is apparent that parents/guardians are more engaged than ever before in their student’s learning and progress. Therefore, it is important that you are equipped with the most up to date information. It is the district’s priority is to provide parents/guardians to the clearest extent possible with an indicator of whether or not their child is on track for grade-level learning. Parents/guardians will receive their student’s CAASPP score reports from the 2020-21 administration as the scores are made available.

[**Insert school district specific information regarding CAASPP assessment administration**]

For more information, please visit our school district website at [**insert URL**].

Sincerely,

[**Insert name of school principal**]

**[Insert name of school testing coordinator**]