[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, understanding that some districts will not be able to administer the CAASPP because of the pandemic.

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. To this end, [**insert name of district**] will administer the [**Insert name of district chosen assessment**] as the administration of the CAASPP assessment is not a viable option due to **[Insert reason here].** 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. Therefore, parents/guardians will receive their student’s **[Insert name of district chosen assessment**] score reports from the 2020-21 Spring administration on or before [**Insert projected date scores will be available**].

 [**Insert additional school district specific information regarding Spring 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**]