

# Extended Assessment Parent Test Review Meeting Form

Oregon Department of Education  
Office of Assessment and Information Services

*The Family Educational Rights and Privacy Act (FERPA)*

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Welcome! You requested to review your student's Extended Assessment(s). Before your review begins, a few minutes will be spent reviewing the meeting guidelines.

*Under the Family Educational Rights and Privacy Act (FERPA) (34 CFT Part 99) a "parent is defined as including natural parents, a guardian or an individual acting as a parent in the absence of a parent or a guardian. Only parents have the right to inspect the education records of their child." (34 CFR 99.3)*

## Meeting Guidelines

- The Parent Test Review Meeting will be one hour and a trained district or school employee (i.e., Qualified Assessor, Qualified Trainer) familiar with the Extended Assessment(s) to be reviewed will be present during the entire test review meeting.
- Conversation during the meeting is confidential.
- Parents must show reasonable proof that they are the student's parent(s) (and of a student who has not reached the age of majority).
- The students or other children cannot be present in the meeting room.
- Other adults such as family members and friends cannot be present in the meeting room.
- Cell phones must be turned off and out of view.
- Note or picture taking is not permitted.

I have read and understand the above guidelines.

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Parent Signature

Date

**All security questions, including any possible breach of security, should be reported immediately to the Test Security Coordinator at the Oregon Department of Education, Brad Lenhardt, 503.947.5755.**

The district must maintain a signed copy of this form on file in the district office, subject to audit by ODE.