**Family Assessment Communication Template**

[*Note: this template is not intended to be sent to parents unaltered. Districts should customize this communication for their local context.*]

Dear Parent or Guardian:

This has been a year like no other. Thank you for working with us to ensure a strong finish to the 2020-21 school year. We appreciate your support and patience. As the end of the school year approaches, we wanted to inform you about end-of-year testing.

**What tests will my child take in 2020-21?**

Students will take fewer tests in 2020-21 than in previous years. Those tests will also be shorter. To find out which tests your child will take, see the table below. (The table applies to Oregon’s general and alternate assessments.)

|  |  |  |
| --- | --- | --- |
| **Grade Level** | **Required Tests** | **Optional Tests** |
| 3 | English Language Arts (ELA) | Mathematics |
| 4 | Mathematics | ELA |
| 5 | Science | ELA & Mathematics |
| 6 | ELA | Mathematics |
| 7 | ELA & Mathematics | None |
| 8 | Mathematics & Science | ELA |
| 11 | ELA & Mathematics | Science |

“Required tests” will be available on site. The Oregon Department of Education (ODE) is not supporting remote test administration. If your child is learning at home, your school will contact you about testing.

You may ask for your child to participate in “optional tests”. To ask for an optional test, contact your school. Optional tests are taken on site, just like required tests.

If your child is eligible for the English Language Proficiency Assessment (ELPA), your school will contact you with more information.

Some students may also take a short survey in addition to required tests. This survey is called the Student Educational Equity Development (SEED) Survey. It will provide valuable information that will help improve education in Oregon. You can find out more about the survey [here](https://www.oregon.gov/ode/educator-resources/assessment/Pages/Student_Educational_Equity_Development_Survey.aspx).

**Why is testing different in 2020-21?**

Oregon’s leaders understand that factors like the COVID pandemic have made a big impact on the state, so ODE *shortened the tests* and *reduced the number of tests students need to take.*

**How do I ask for my child to take more/fewer tests?**

To ask for your child to participate in all available state tests, please contact your school. There is no form to sign or letter to write. [*If there are district-specific requirements, edit the prior sentence*.]

To decline testing for your child, see the table below.

|  |  |
| --- | --- |
| **Required Test** | **How to Decline** |
| ELA  -or-  Mathematics | Use an “opt-out” form. You should have received one from your school. Copies of the forms can be found on ODE’s [Test Administration webpage](https://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Administration.aspx).   * Find the “Forms” pulldown. * Find “2020-21 30-day Notice and Opt-out Form”. * Choose the language you prefer and download the form. * Complete form and deliver to your school. |
| Science | You have the right to decline Science testing for religious or disability reasons.   * Write a request to exempt your child from Science testing. * List the reasons for your request. * Propose a learning activity to replace the Science test. * The school will read your letter, then approve or decline your request. |
| ELPA | Contact your school. There is no form to sign or letter to write. You may decline verbally or in writing. |

**How and when will I find out what my child learned this year?**

* You will still get progress reports from your school, like grades and report cards.
* Your school may choose to use “interim assessments” in English Language Arts, Science, or Mathematics. To learn more, contact your school or visit  the [Interim Assessment webpage](https://www.oregon.gov/ode/educator-resources/assessment/Pages/Interim_Assessments.aspx).
* You should receive a report with your child’s summative test scores later this year.

**Where can I learn more about testing?**

ODE developed a series of [video modules](https://www.oregon.gov/ode/educator-resources/assessment/Pages/asmtlit.aspx) that answer the following questions, available in both Spanish and English:

* How does ODE make sure that our statewide summative assessments are fair and accessible?
* What assessments does my child take and what are the purposes for each?
* How did my child do on the state assessments?
* How can I support learning at home?
* Where do I go if I have questions about assessment?

Please contact [*school/district contact information*] with any questions or concerns about testing.