**School Year 2023-24 – Parent or Guardian CAA for Science Notification Letter Template**

**Directions: Adapt this letter by using school letterhead and inserting needed information where bold type appears. Remove these directions before sending.**

Dear Parent/Guardian:

Each year, students in grades 3-8 and 11 participate in California’s system of assessments called California Assessment of Student Performance and Progress (CAASPP). The CAASPP System helps teachers, school administrators, students, and parents by promoting high-quality teaching and learning through the use of a variety of assessments. Test results help your child’s teacher identify areas where your child is doing well and areas where your child needs improvement.

Your child’s active Individualized Education Plan (IEP) indicates that your child will participate in the CAASPP system by taking the California Alternate Assessments (CAAs) for English Language Arts (ELA), Mathematics, and Science. The CAAs for ELA and Mathematics are given to students in grades 3-8 and 11 in the spring semester. The CAA for Science is administered to students in grades 5, 8, and 11 throughout the year as the science lessons are taught. If your child missed the CAA for Science in grade 11, your child will take the test in grade 12. **[Customize for the specific grade levels for your schools].**

Our school will start administering the CAA for Science on **[Insert Date]**. Parents or guardians have the option of exempting their child(ren) from participating in CAASPP. However, parents must submit to the school their request in writing before CAASPP testing begins so that we can make alternative arrangements for your child on the date(s) of the test. If a written request is received by the school after testing has started, any tests the student completed prior to the school receiving the parent request will be scored and reported.

You are an important part of your child’s education. To make sure your child feels comfortable taking these tests, you can:

* Explain to your child that these tests are used as tools to help them learn, and there is no need to be anxious or scared.
* Explore the practice tests with your child at caaspp.org/practice-and-training/index.html so they can become familiar with the platform and setup of the tests.
* Remind your child that you and their teacher want them to try their best and are there to help, every step of the way.

In early fall 2024, parents/guardians will have access to their child’s CAASPP Student Score Report in LAUSD’s Parent Portal. The report will contain crucial information about the test, and it will include links and resources to assist parents/guardians to better understand the report. If you do not have a Parent Portal account, we encourage you to create one. If you need assistance creating an account, please contact **[Enter contact information here and/or your Local District Parent and Community Engagement Office contact information]**

To learn more about CAASPP tests, go to the Starting Smarter web page at https://ca.startingsmarter.org/ or review the Parent Guides to Understanding at https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp.

At **[insert school name]**, our goal is for all students to achieve their full potential. The CAASPP test results are one way we can better understand if we are meeting that goal. Thank you for all that you do to partner with us in your child’s education. If you have any questions regarding CAASPP, please contact **[Insert name of school contact]** at **[Insert phone number and/or e-mail address]**.

Thank you,

**[Principal]**