

You may use the template below to notify parents/guardians of the upcoming ACCESS for ELLs administration. Please modify the red fields and place the letter on school or district letterhead prior to distribution. You may also use this language to post to your school or district website or distribute to parents/guardians via email.

[Date]

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will be taking the [ACCESS for ELLs, Alternate ACCESS for ELLs] between January 25, 2021, and March 11, 2021. [ACCESS for ELLs, Alternate ACCESS for ELLs] measures your student's progress in listening, speaking, reading, and writing English language skills. Later this spring, your student will receive an Individual Student Report that provides information about how well he or she is progressing in the English language.

Florida State Statute requires that participation in the assessment program is mandatory for all public school students. While we understand the FLDOE requires students to test in person, we respect the decision of parents who have chosen LaunchEd and do not feel it is safe to bring their child in for face to face testing. We will not force any parent to bring their child in for testing, but please keep in mind that students must still meet assessment requirements for graduation, promotion, and program decisions. As schools prepare for testing, they are adhering to the protocols of the OCPS Health and Safety Guide to keep students safe, which can be found on www.ocps.net

Please review the following policies with your child before testing:

- **Electronic Devices**—If your student is found with ANY electronic devices, including, but not limited to, cell phones and smartphones, at any time during testing OR during breaks, his or her test section will be invalidated, which means it will not be scored. The best practice is for students to leave electronic devices at home or in their lockers on the day of testing.
- **Leaving Campus**—If your student leaves campus before completing a test section (for an appointment, illness, etc.), he or she WILL NOT be allowed to complete that test section. If your student does not feel well on the day of testing, it may be best for him or her to wait and be tested on the make-up day.

To learn more about [ACCESS for ELLs, Alternate ACCESS for ELLs] a helpful *Parent Handout* is available exclusively online (<http://fldoe.org/accountability/assessments/k-12-student-assessment/access-for-ells.shtml>) under Assessment Resources in the following languages: Arabic, Chinese, English, Haitian Creole, Hmong, Spanish, Somali, and Vietnamese. If you have any questions related to this test administration, you may contact [School Contact] at [Contact Info].

Thank you for supporting your student as he or she prepares for the test. Sincerely,

[Principal Name]