**Participation and Non-Participation Parent Letters for the Smarter Balanced**

**English Language Arts (ELA)/Literacy and Mathematics Assessments and the**

**Hawai‘i State Science Assessments**

The table below lists customizable participation and non-participation letters for 12 student populations that schools can send to parents regarding the **Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments**. Test Coordinators need to consult with the identified staff members to select the appropriate letter that will be sent to the parents of each student based on the student’s current educational program or needs. Some schools send the general education letter to all parents along with the Parent Information Booklet.

These parent letters are Word documents that can be edited by school level staff members. Edits may include a school’stesting schedule, principal's signature, and school phone number. If a student is included in two populations, e.g., IDEA-eligible and Home/Hospital Instruction, a customized parent letter can be created by inserting the appropriate text from the parent letter for each of these two populations.

The Hawai‘i Department of Education Contact Person for each student population is provided in the table below if school level staff members have questions about the services provided for these students. **Please call the Department’s Assessment Section at (808) 733-4100 to obtain answers to questions regarding this set of parent letters and any of the statewide assessments and not the contact person listed in the table below.**

|  |  |  |
| --- | --- | --- |
| **Student Population** | **Customized Letter(s)** | **Hawai‘i Department****of Education Contact Person** |
| Alternative Programs: Comprehensive School Alienation Program (CSAP), Special Motivation Program (SMP), Alternative Learning Centers (ALC), and Alternative Education Programs | 1. Participation letter 2. Non-participation letter for students who cannot cope with the testing requirements | **Debra Farmer**Comprehensive Student Support Services SectionPhone: (808) 305-9787Lotus Notes: Deb T FarmerDeb\_T\_Farmer@notes.k12.hi.us |
| English Language Learners (ELL) Program | 1. Participation letter | **Sandra Goya**School Literacy Improvement and Innovation SectionPhone: (808) 305-9717Lotus Notes: Sandra Goya/OIS/HIDOEsandra\_goya/OIS/HIDOE@notes.k12.hi.us |
| General Education | 1. Participation letter | HSA Science Assessment**Paul Dumas**Assessment SectionPhone (808) 733-4100Lotus Notes: Paul Dumaspaul\_dumas@notes.k12.hi.us |
| Home/Hospital Instruction | 1. Participation letter2. Non-participation letter for students with significant medical emergencies | **Lyndia Uchimura**Comprehensive Student Support Services SectionPhone: (808) 305-9787Lotus Notes: Lyndia Uchimuralyndia\_uchimura@notes.k12.hi.us |

|  |  |  |
| --- | --- | --- |
| Homeless Children and Youth  | 1. No customized letter; use General Education participation letter | **Toby Portner**Homeless ConcernsPhone: (808) 305-9869Lotus Notes: Toby Portnertoby\_portner@notes.k12.hi.us |
| Home-Schooled | 1. Participation letter | **Anna Viggiano**Student Programs SectionPhone: (808) 305-9771Lotus Notes: Anna Viggianoanna\_viggiano@notes.k12.hi.us |
| IDEA-Eligible | 1. Participation letter | **Karen Sato**Special Education SectionPhone: (808) 305-9806Lotus Notes: Karen Satokaren\_sato@notes.k12.hi.us |
| Migrant Education Program | 1. No customized letter; use General Education participation letter | **Solomon Kaulukukui**Migrant Education ProgramPhone: (808) 305-9850Lotus Notes: Solomon Kaulukukuisolomon\_kaulukukui@notes.k12.hi.us |
| Public Charter Schools | 1. No customized letter; use General Education participation letter | **Yvonne Lau**Public Charter School CommissionPhone: (808) 586-3799Lotus Notes: Yvonne LauYvonne.Lau@spcsc.hawaii.gov |
| Section 504 | 1. Participation letter | **Maxine Nagamine**Comprehensive Student Support Services SectionPhone: (808) 305-9787Lotus Notes: Maxine Nagaminemaxine\_nagamine@notes.k12.hi.us |
| Serious Disciplinary Action Status | 1. Participation letter 2. Non-participation letter for students who cannot cope with the testing requirements | **Sheli Suzuki**Comprehensive Student Support Services SectionPhone: (808) 305-9787Lotus Notes: Sheli Suzukisheli\_suzuki@notes.k12.hi.us |

PARTICIPATION LETTER FOR ALTERNATIVE PROGRAM STUDENTS WHO MEET THE ADMINISTRATION REQUIREMENTS FOR THE SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND MATHEMATICS ASSESSMENTS AND THE

HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parent,

During the 2017–2018 school year, all students in grades 3–8 and 11 will take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and all students in grades 4 and 8 will take the Hawai‘i State Science Assessments.

The purpose of the assessments is to provide you and your child’s teacher(s) with information about the extent to which your child has met identified content standards in ELA/literacy, mathematics, and science, depending on your child’s current grade level. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will take the assessments because he or she meets the administration requirements. Arrangements will be made by school personnel to have your child tested on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the following site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The *Elementary and Secondary Education Act,* as reauthorized by the *Every Student Succeeds Act of 2015* (ESSA) requires states to establish challenging standards, develop aligned assessments, and build accountability systems based upon educational results. All students are included in a state’s system of standards, assessments, and accountability.

The Department of Education strongly encourages all parents to have their children participate in the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments so that we can better identify their academic strengths and needs.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

NON-PARTICIPATION LETTER FOR ALTERNATIVE PROGRAM STUDENTS

WHO ARE UNABLE TO MEET THE ADMINISTRATION REQUIREMENTS FOR THE

SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND

MATHEMATICS ASSESSMENTS AND THE HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parent,

During the 2017–2018 school year, all students in grades 3–8 and 11 will take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and all students in grades 4 and 8 will take the Hawai‘i State Science Assessments.

The purpose of the assessments is to provide parents and teachers with information about the extent to which students have met identified content standards in science, ELA/literacy, and mathematics, depending on your child’s current grade level. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will not take the assessments because he or she does not meet the administration criteria.

Even though school-level personnel have determined that your child is unable to meet the administration requirements for the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments, you may request that he or she take the assessments. However, your request will not be granted if your child’s current physical, mental, and/or emotional condition prevents him or her from taking the assessments.

If you wish to have your child take the assessments, please submit a letter to me that states the reason(s). I will review your request, consult with the staff members at the alternative site where your child is receiving services, and inform you whether the request has been approved or denied.

Your child’s teacher at the alternative site can provide you with the most current information regarding your child’s academic performance in ELA/literacy, mathematics, and science, based on classroom assessments.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR ELL STUDENTS REGARDING THE SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND MATHEMATICS ASSESSMENTS AND THE HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parent,

During the 2017–2018 school year, all students in grades 3–8 and 11 will take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and all students in grades 4 and 8 will take the Hawai‘i State Science Assessments. Your child may take the assessments on different days during the school year. We will inform you of the specific dates before your child takes the assessments.

The purpose of the assessments is to provide you and your child’s teachers with information regarding the extent to which your child has met identified content standards in ELA/literacy, mathematics, and science, depending on your child’s current grade level. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

Your child may take the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments with the designated supports recommended by your child’s English Language Learner (ELL) and classroom teachers. These designated supports are listed below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The *Elementary and Secondary Education Act,* as reauthorized by the *Every Student Succeeds Act of 2015 (ESSA)*, requires states to establish challenging standards, develop aligned assessments, and build accountability systems based upon educational results. All students are included in a state’s system of standards, assessments, and accountability.

The Department of Education strongly encourages all parents to have their children participate in the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments so that we can better identify their academic strengths and needs.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR GENERAL EDUCATION STUDENTS REGARDING THE SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND

MATHEMATICS ASSESSMENTS AND THE HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parent,

During the 2017–2018 school year, all students in grades 3–8 and 11 will take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and all students in grades 4 and 8 will take the Hawai‘i State Science Assessments. Your child may take the assessments on different days during the school year. We will inform you of the specific dates before your child takes the assessments.

The purpose of the assessments is to provide you and your child’s teacher(s) with information about the extent to which your child has met identified content standards in ELA/literacy, mathematics, and science, depending on your child’s current grade level. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

The *Elementary and Secondary Education Act,* as reauthorized by the *Every Student Succeeds Act of 2015 (ESSA)*, requires states to establish challenging standards, develop aligned assessments, and build accountability systems based upon educational results. All students are included in a state’s system of standards, assessments, and accountability.

The Department of Education strongly encourages all parents to have their children participate in the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments so that we can better identify their academic strengths and needs.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR HOME/HOSPITAL INSTRUCTION STUDENTS

REGARDING THE SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND MATHEMATICS ASSESSMENTS AND THE HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parent,

During the 2017–2018 school year, all students in grades 3–8 and 11 will take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and all students in grades 4 and 8 will take the Hawai‘i State Science Assessments.

The purpose of the assessments is to provide you and your child’s teacher(s) with information about the extent to which your child has met identified content standards in ELA/literacy, mathematics, and science, depending on your child’s current grade level. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will take the assessments because he or she is able to meet the administration requirements. Arrangements will be made by school personnel to have your child tested on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the following site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The *Elementary and Secondary Education Act,* as reauthorized by the *Every Student Succeeds Act of 2015 (ESSA)*, requires states to establish challenging standards, develop aligned assessments, and build accountability systems based upon educational results. All students are included in a state’s system of standards, assessments, and accountability.

The Department of Education strongly encourages all parents to have their children participate in the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments so that we can better identify their academic strengths and needs.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

NON-PARTICIPATION LETTER FOR HOME/HOSPITAL INSTRUCTION
STUDENTS WHO ARE UNABLE TO MEET THE ADMINISTRATION REQUIREMENTS FOR THE SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND

MATHEMATICS ASSESSMENTS AND THE HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parent,

During the 2017–2018 school year, all students in grades 3–8 and 11 will take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and all students in grades 4 and 8 will take the Hawai‘i State Science Assessments.

The purpose of the assessments is to provide parents and teachers with information about the extent to which students have met identified content standards in ELA/literacy, mathematics, and science, depending on your child’s current grade level. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will not take the assessments because he or she does not meet the administration criteria.

Even though school-level personnel have determined that your child is unable to meet the administration requirements for the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments, you may request that he or she take the assessments. However, your request will not be granted if your child’s current physical, mental, and/or emotional condition prevents him or her from taking the assessments.

If you wish to have your child take the assessments, please submit a letter to me that states the reason(s) and written documentation from the medical professional who is currently providing services for your child, which explains that he or she can cope with the testing situation. I will review your request, the written documentation provided by the medical professional, and inform you whether the request has been approved or denied.

Your child’s Home/Hospital Instruction tutor can provide you with the most current information regarding your child’s academic performance in ELA/literacy, mathematics, and science.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR HOME-SCHOOLED STUDENTS REGARDING THE SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND MATHEMATICS ASSESSMENTS AND THE HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parent,

The Department of Education provides free testing for home-schooled students in grades 3–8 and 11, who may take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and home-schooled students in grades 4 and 8, who may take the Hawai‘i State Science Assessments.

A home-schooled student’s chronological age, adjusted grade-level placement by a public school or public charter school prior to home-schooled status, or course credits must indicate that his or her current grade-level placement is in grade 3–8 or 11 for the Smarter Balanced Assessments and in grade 4 or 8 for the Hawai‘i State Science Assessment in order to participate in the assessments.

Our school will administer the assessments on the following dates during the 2017–2018 school year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you want your child to participate in the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments, depending on your child’s current grade level, you will need to inform the school office and bring your child to the school on the days when the assessments will be administered. Please contact the school office at \_\_\_\_\_\_\_\_\_\_\_ to let us know if your child will participate.

The purpose of the assessments is to provide you with information about your child’s current achievement in ELA/literacy, mathematics, and science. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

The Smarter Balanced ELA/Literacy and Mathematics Assessments and Hawai‘i State Science Assessments provide standards-based scores. The standards-based scores indicate whether a child has demonstrated mastery of the ELA/literacy, mathematics, and science content standards that are required for Hawai‘i’s public school students.

Also contact our school office at \_\_\_\_\_\_\_\_\_\_\_if you have any questions regarding the Smarter Balanced ELA/Literacy and Mathematics Assessments, the Hawai‘i State Science Assessment, or about our school’s testing schedule.

Sincerely,

Principal

PARTICIPATION LETTER FOR IDEA-ELIGIBLE STUDENTS REGARDING THE SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND

MATHEMATICS ASSESSMENTS AND THE HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parent,

During the 2017–2018 school year, all students in grades 3–8 and 11 will take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and all students in grades 4 and 8 will take the Hawai‘i State Science Assessments. Your child may take the assessments on different days during the school year. We will inform you of the specific dates before your child takes the assessments.

The purpose of the assessments is to provide you and your child’s teacher(s) with information about the extent to which your child has met identified content standards in ELA/literacy, mathematics, and science, depending on your child’s current grade level. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

Your child may take the assessments with the designated supports recommended by the teachers who provide classroom instruction for your child and the accommodations agreed upon by your child’s Individualized Education Program (IEP) team. The designated supports and accommodations are listed below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The *Elementary and Secondary Education Act,* as reauthorized by the *Every Student Succeeds Act of 2015 (ESSA)*, requires states to establish challenging standards, develop aligned assessments, and build accountability systems based upon educational results. All students are included in a state’s system of standards, assessments, and accountability.

The Department of Education strongly encourages all parents to have their children participate in the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments so that we can better identify their academic strengths and needs.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR MIGRANT EDUCATION PROGRAM STUDENTS REGARDING THE SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND MATHEMATICS ASSESSMENTS AND THE HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parent,

During the 2017–2018 school year, all students in grades 3–8 and 11 will take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and all students in grades 4 and 8 will take the Hawai‘i State Science Assessments. Your child will take the assessments on different days during the school year. We will inform you of the specific dates before your child takes each assessment.

The purpose of the assessments is to provide you and your child’s teacher(s) with information about the extent to which your child has met identified content standards in ELA/literacy, mathematics, and science, depending on your child’s current grade level. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

The *Elementary and Secondary Education Act,* as reauthorized by the *Every Student Succeeds Act of 2015 (ESSA)*, requires states to establish challenging standards, develop aligned assessments, and build accountability systems based upon educational results. All students are included in a state’s system of standards, assessments, and accountability.

The Department of Education strongly encourages all parents to have their children participate in the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments so that we can better identify their academic strengths and needs.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR PUBLIC CHARTER SCHOOL STUDENTS REGARDING THE SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND

MATHEMATICS ASSESSMENTS AND THE HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parents,

During the 2017–2018 school year, all students in grades 3–8 and 11 will take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and all students in grades 4 and 8 will take the Hawai‘i State Science Assessments. Your child will take the assessments on different days during the school year. We will inform you of the specific dates before your child takes each assessment.

The purpose of the assessments is to provide you and your child’s teacher(s) with information about the extent to which your child has met identified content standards in ELA/literacy, mathematics, and science, depending on your child’s current grade level. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

The *Elementary and Secondary Education Act,* as reauthorized by the *Every Student Succeeds Act of 2015 (ESSA)*, requires states to establish challenging standards, develop aligned assessments, and build accountability systems based upon educational results. All students are included in a state’s system of standards, assessments, and accountability.

The Department of Education strongly encourages all parents to have their children participate in the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments so that we can better identify their academic strengths and needs.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR SECTION 504 STUDENTS REGARDING THE SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND

MATHEMATICS ASSESSMENTS AND THE HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parent,

During the 2017–2018 school year, all students in grades 3–8 and 11 will take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and all students in grades 4 and 8 will take the online Hawai‘i State Science Assessments. Your child may take the assessments on different days during the school year. We will inform you of the specific dates before your child takes the assessments.

The purpose of the assessments is to provide you and your child’s teacher(s) with information about the extent to which your child has met identified content standards in ELA/literacy, mathematics, and science, depending on your child’s current grade level. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

Your child may take the assessments with the designated supports recommended by the teachers who provide instruction for your child and the accommodations agreed upon by your child’s Modification Plan (MP) team. These designated supports and accommodations are listed below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The *Elementary and Secondary Education Act,* as reauthorized by the *Every Student Succeeds Act of 2015 (ESSA)*, requires states to establish challenging standards, develop aligned assessments, and build accountability systems based upon educational results. All students are included in a state’s system of standards, assessments, and accountability.

The Department of Education strongly encourages all parents to have their children participate in the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments so that we can better identify their academic strengths and needs.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

PARTICIPATION LETTER FOR SERIOUS DISCIPLINARY ACTION STATUS STUDENTS

WHO MEET THE ADMINISTRATION REQUIREMENTS FOR THE SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND MATHEMATICS ASSESSMENTS AND THE HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parent,

During the 2017–2018 school year, all students in grades 3–8 and 11 will take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and all students in grades 4 and 8 will take the Hawai‘i State Science Assessments.

The purpose of the assessments is to provide you and your child’s teacher(s) with information about the extent to which your child has met identified content standards in ELA/literacy, mathematics, and science, depending on your child’s current grade level. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will take the assessments because he or she is able to meet the administration requirements. Arrangements will be made by school personnel to have your child tested on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the following site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The *Elementary and Secondary Education Act,* as reauthorized by the *Every Student Succeeds Act of 2015 (ESSA)*, requires states to establish challenging standards, develop aligned assessments, and build accountability systems based upon educational results. All students are included in a state’s system of standards, assessments, and accountability.

The Department of Education strongly encourages all parents to have their children participate in the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments so that we can better identify their academic strengths and needs.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal

NON-PARTICIPATION LETTER FOR SERIOUS DISCIPLINARY ACTION STATUS STUDENTS WHO ARE UNABLE TO MEET THE ADMINISTRATION REQUIREMENTS FOR THE

SMARTER BALANCED ENGLISH LANGUAGE ARTS (ELA)/LITERACY AND

MATHEMATICS ASSESSMENTS AND THE HAWAI‘I STATE SCIENCE ASSESSMENTS

Dear Parent,

During the 2017–2018 school year, all students in grades 3–8 and 11 will take the Smarter Balanced English Language Arts (ELA)/Literacy and Mathematics Assessments and all students in grades 4 and 8 will take the Hawai‘i State Science Assessments.

The purpose of the assessments is to provide parents and teachers with information about the extent to which students have met identified content standards in ELA/literacy, mathematics, and science, depending on your child’s current grade level. We have attached a *Parent Information Booklet* with information about the assessments and what you can do to help your child prepare.

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will not take the assessments because he or she does not meet the administration criteria.

Even though school-level personnel have determined that your child is unable to meet the administration requirements for the Smarter Balanced ELA/Literacy and Mathematics Assessments and the Hawai‘i State Science Assessments, you may request that he or she take the assessments. However, your request will not be granted if your child’s current physical, mental, and/or emotional condition prevents him or her from taking the assessments.

If you wish to have your child take the assessments, please submit a letter to me that states the reasons. I will review your request, the written documentation provided by school staff members and non-Department personnel, and inform you whether the request has been approved or denied.

Your child’s teacher can provide you with the most current information regarding his or her academic performance in ELA/literacy, mathematics, and science, based on classroom assessments.

If you have any questions, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal