<<Parent Letter/Email Message Template for Students Taking Smarter Balanced and HSA Science Assessments>>

<<school logo>>

<<school address>>

Date:

Dear Parent/Legal Guardian,

Your child is scheduled to participate in the <<*Smarter Balanced Assessments for grades 3-8 and 11 and, if in grade 5, grade 8 or Biology 1, the HSA Science (NGSS) Assessments*>> which are federally mandated by the Every Student Succeeds Act (ESSA, 2015) and required per Hawaii Board of Education policy. Students who are participating in distance learning or hybrid models are also required to be assessed in-person and on our school’s campus.

Your child will be administered these assessments at <<*school, room, and/or building number*>>.

**The following safety measures will be in place:**

* School staff and students will follow the Department of Health guidelines and remain home if they are displaying any COVID-19 symptoms.
* Test sessions will be staggered (i.e., timing and location) to allow for social distancing.
* Students will have a designated break area outside for a few students/staff at a time, to stand at least six feet apart to drink water and take mask breaks.
* Students who are fully distance learning will not be allowed on campus more than <<*30-60*>> minutes before their test, and must leave immediately after testing.
* Students who arrive after the scheduled start time will not be allowed on campus.
* All surfaces that may have been touched by another class or student prior to testing—such as tables, chairs, door handles, etc.—will be sanitized.
* Students must wear masks and remain six feet apart from each other.
* Students will be at their own table or desk.
* The test administrator will wear a mask and/or face shield.
* The test administrator will frequently wash hands with soap and water or use of hand sanitizer upon arrival, between interactions with individuals, and after breaks.
* The test administrator or proctor will use pencils or pointers for pointing, if required.
* Sanitizer will be provided to students at the testing site.
* Bathrooms and floors will be cleaned each day.

The Smarter Balanced computer adaptive tests (CATs) for English Language Arts (ELA) and Mathematics are completed by most students in a <<45-60>> minute test session. The ELA assessment has an additional component, the Performance Task (PT), which will take approximately <<60-90>> minutes. The HSA Science (NGSS) assessments are completed by most students in approximately 90 minutes.

Your cooperation is appreciated in preparing your child for the scheduled days of testing. Please review your child’s name and test dates/times in the table below, and add these dates/times to your family’s calendar.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** | **Date** | **Time** | **Testing Room** |
| Smarter Balanced ELA (CAT): |  |  |  |
| Smarter Balanced ELA (PT): |  |  |  |
| Smarter Balanced Mathematics (CAT): |  |  |  |
| HSA Science (NGSS): |  |  |  |

If you would prefer a different date or time, please contact the school Test Coordinator, <<*TC name*>>, at <<*tel. #*>> or via email at <<*TC email address*>>.

If your child is not feeling well or displays any cold or flu-like symptoms on the scheduled date of testing, your child will not be allowed on campus. Please notify the school Test Coordinator either by telephone or email listed above if your child will not be attending school on a scheduled testing date.

Your child will be tested using the <<*Chromebook/laptop/device*>> that was issued to your child for distance learning. Please make sure your child’s computer is fully charged by plugging it into an outlet the night before the test session(s).

Please bring your child to school on each of the test dates listed above at least <<*30 minutes*>> prior to the start time. You may drop off your child at the <<*front office/usual location/other*>> where school staff will conduct temperature checks. Please make sure your child is wearing a mask and has the school-issued computer and remind your child to go directly to the testing room indicated above. There will be school staff available to assist students who need help locating their testing rooms. Students are to proceed directly to their assigned rooms without stopping to talk to others. Students may be directed to stand in line six feet apart before being admitted into a testing room. Once inside the testing room students are to follow the test administrator’s instructions.

Students will finish testing at <<*10:00 a..m./11:00 a.m./other*>>. Your child may be picked up <<*at the front office/where they were dropped off/other*>> after being excused.

Please contact the school Test Coordinator at the number/email listed above if you need assistance understanding this document. Please contact Principal <<*Principal name*>> at <<*tel. # and/or email*>> if you have any questions or concerns about testing.

Sincerely,

<<*name*>>

<<*title*>>