# California Assessment of Student Performance and Progress (CAASPP) English, Math, and Science Parent and Guardian Notification Letter Template

California Department of Education • December 2023

**Directions:** Adapt this letter by using school letterhead and inserting school information where indicated in brackets.

Dear Parent/Guardian:

There are many ways to measure your child’s learning. Your child’s teacher uses report card grades, classroom work, teacher observations, and end-of-year statewide test results to get a complete picture of your child’s learning. Each year, students participate in the California Assessment of Student Performance and Progress (CAASPP). Your child will take the following tests, depending on their grade level or instructional program:

* Smarter Balanced Summative Assessments for English language arts and math, required tests in grades 3–8 and 11
* California Science Test (CAST), a required test in grades 5 and 8 and once in high school

**[*Use the following sentence if administering in person]***

This year, **[insert district name]** will give the summative assessments in person.

**[*Use the following sentences if administering remotely]***

This year, **[insert district name]** will give the summative assessments remotely. For more information on remote administration, visit the CAASPP Parent/Guardian Resources web page at [www.caaspp.org/ta-resources/parent-resources.html](https://www.caaspp.org/ta-resources/parent-resources.html).

The testing schedule is listed below:

**[*Insert school testing schedule*]**

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

* Explain to your child that these tests are used as tools to help them learn, and that they should not be anxious or scared.
* Remind your child that you and their teacher want them to try their very best and are there to help, every step of the way.
* Explore the practice tests with your child on the CAASPP Online Practice and Training Tests web page at [www.caaspp.org/practice-and-training/index.html](http://www.caaspp.org/practice-and-training/index.html) so they can become familiar with the platform and setup of the tests.

You will receive your child’s results at or before the beginning of the next school year. The results will identify where your child is doing well or needs more help, so you can better support their learning at home and teachers can better support their learning in the classroom.

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

If you have questions, please contact **[*insert name of school contact*]** at **[*insert phone number and/or email address*].**

Sincerely,

**[*Insert name of local educational agency superintendent or school principal*]**

**[Superintendent/Principal]**