# California Assessment of Student Performance and ProgressStudent Score Report Parent and Guardian Letter Template Summative Assessments

California Department of Education • May 2024

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

Dear Parent/Guardian:

Last spring, your child took the Smarter Balanced Summative Assessments for English language arts and math. Students in grade 5 and 8, and ***[insert high school grade level assessed or science course that determines CAST administration]*** also took the California Science Test.

These tests can be combined with other measures like report card grades, classroom work, and teacher observations to give families and teachers a more complete picture of each child’s learning. You can use these results to identify where your child is doing well and where they might need more support. It is important to know that summative test results are not used to determine if a student moves to the next grade level.

***[Use the following sentence if you will be sending electronic SSR]***

You can access your child’s score report through the ***[insert SIS name]*** parent portal.

***[Use the following sentence if you will be sending paper SSR]***

Your child’s score report is attached to this letter.

**To learn more about your child’s scores**, go to the Starting Smarter websiteat <https://www.ca.startingsmarter.org/>. There, you will find information about test results, sample test questions, free resources to support your child’s learning, and a guide to prepare for parent–teacher conferences.

If you have questions or concerns about your child’s progress, please call the school office at ***[insert phone number]*** to arrange for a teacher conference.

Sincerely,

[***Insert name of superintendent or principal***]