

## Sample Letter to Caregivers

**GUIDANCE FOR USE:** Please use this sample letter as a template, replacing/removing yellow highlighted areas as you see fit. Feel encouraged to edit this letter in ways that will best support the families in your community. Schools are encouraged to keep lines of communication open with families as we approach the testing window, as well as during testing.

Dear Caregiver(s),

Vermont Statewide Assessments are starting on March 16<sup>th</sup>. This includes:

Smarter Balanced English Language Arts and Mathematics:	Grades 3-9
Vermont Science Assessment:	Grades 5, 8, and 11
The Vermont Alternate Assessment:	Grades 3-9, and 11

The tests, which are administered on computers, can be administered at any time over a three-month period and will be administered in the school building for all students, including students receiving hybrid and fully remote instruction. The schedule for testing **in our school** is as follows:

Grade	Date	Test Subject Area	Length of Test Session

Shortly after students have completed testing, **individual student reports will be sent to families via email/US Postal**. These reports will provide information on what your student(s) learned in relation to the statewide academic standards. When reviewing test scores, it is important to consider that the tests provide a broad overview of growth and success, and that results are most useful when viewed in the context of other data gathered by the teacher and the school. The primary purpose of our testing program is to provide families and school leaders with an increased understanding of how teaching and learning is taking place and how students' needs are being met.

Please note that Vermont's test delivery system uses state of the art security features that protects your students' privacy and adheres to all federal and state confidentiality regulations.

To learn more about Vermont statewide assessments, log on to the Vermont Comprehensive Assessment Program Portal. There you will find additional information for students and families, as well as practice tests that will allow you to try out the test your student will be taking this spring. You can visit the Portal by entering this link into your internet browser: <https://vt.portal.cambiumast.com/>.

If you have any questions, please feel free to contact \_\_\_\_\_.