

Sample Parent Letter

Dear Parents:

During the first two weeks of October of 2007, all Rhode Island students in grades 3 through 8 and grade 11 will participate in the New England Common Assessment Program (NECAP). The purpose of this letter is to provide you with a quick overview of the test. It will also give you a few suggestions for helping your child to perform at his/her best.

Students will be tested in Reading and Mathematics. Students in grades 5, 8 and 11 will also be tested in Writing. The NECAP test is an important test that looks at individual student achievement. But the test also helps both parents and educators determine how well our school is helping students meet standards and grade level expectations.

In every test, scores are only as meaningful as the effort students put into the tests. The most important thing that you can do for your child during NECAP testing is make sure that he/she comes to school on the days they have testing. Making up a missed test means time out of the classroom and losing important learning time that cannot be made up. In addition to attendance, your child will do his/her best on the tests if they:

- are encouraged to take the tests seriously and to give his or her very best effort.
- get to bed early the night before in order to be well-rested on the day of the test.
- have a good breakfast on the morning of the test. Breakfast is critical for your child's performance.
- arrive at school on time so that they can relax and focus on the task ahead.

This testing is very important for your child, the (school name), and the Providence Public School District. Let's do everything in our power to help our children succeed and feel good about themselves for a job well done!!

Thank you for supporting your child and our school during the testing period. Please call if you have any questions.

Sincerely,

Principal