

**PARENT/GUARDIAN NOTIFICATION LETTER
NAEP 2011**

(School Letterhead)
(Insert Date Here)

Dear Parent or Guardian:

We are pleased to tell you that (school name) has been selected to represent schools across the nation by participating in the National Assessment of Educational Progress (NAEP). NAEP is given by the U.S. Department of Education and tells us what American students know and can do in key subject areas. It is the only ongoing nationally representative assessment that provides this valuable information.

NAEP has been given in schools for nearly 40 years. You may have taken the assessment yourself when you were in school. The results are published in a report called *The Nation's Report Card*, which provides reliable student achievement information to educators, parents, and other citizens.

In our school, the NAEP assessment will be given on (date) in (civics, U.S. history, geography, mathematics, and writing). Your child (may be/has been) selected to take the assessment. In addition to subject area questions, students will be asked some questions about themselves and their educational experience. You can access student and sample assessment questions at the following website: <http://nces.ed.gov/nationsreportcard/parents/>.

It will take approximately 90 minutes for most students to complete NAEP. Your child's grades will not be affected and the results are completely confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347). Your child may be excused from participation for any reason, is not required to finish the assessment, and may skip any test question. While NAEP is voluntary, we depend on student participation to collect information on student achievement that will inform improvements in education. **Your child will represent many other students, so participation is very important.** However, if you do not want your child to participate, please notify me in writing by (date).

There is no need to study in preparation for NAEP. We do ask parents to encourage their children's best efforts and to have them get plenty of rest the night before the assessment.

If you would like to have additional information about NAEP, please visit the website at: <http://nces.ed.gov/nationsreportcard>. If you have questions or would like to review a booklet that includes sample subject area and student questions, please contact me at (telephone number) or via e-mail at (e-mail address).

We are excited that our school will be participating in NAEP, and we are pleased that your child (may be/has been) selected. **We know that (school name)'s students will help us to show what American students know and can do!**

Sincerely,

School Principal