**(Sample letter to parents and guardians from a district or school leader – For students receiving remote instruction)**

Dear parents/guardians of students receiving remote instruction,

Our students will begin taking the Colorado Measures of Academic Success (CMAS) tests in <*April*>. I am writing today to share important information about CMAS and to let you know about special considerations for testing this spring, especially for students who are receiving their instruction remotely. Protecting the health and safety of our students and teachers is our top priority, so I want you to know that this year’s CMAS testing will occur only **if and when** state and local health orders, as well as district policies for COVID-19, allow students and staff to be safely in school buildings. Additionally, you, as a parent or guardian can make the ultimate decision on whether you feel it is safe for your child to come in to take the test.

CMAS is administered each year across the state and the tests are the only common measuring tool for Colorado students. The results help both parents and educators understand if students have mastered the content they need to know by the end of the school year as well as how our students are doing in comparison to other students at our school, our district and across the state. Having statewide CMAS results this year will help state lawmakers and other policymakers evaluate how the pandemic has impacted student achievement across Colorado and direct resources to meet the greatest needs. Reviewing CMAS data can help our school make improvements in classrooms and programs and can help the district make improvements across schools. Based on recently proposed legislation, spring 2021 CMAS results are not expected to be included in the state school and district ratings or teacher evaluations.

**Considerations for Students Learning Remotely**

Because your child(ren) is learning remotely, you are invited to send them to school to participate in the test, which is administered by a teacher. We know that families have individual health considerations, including family members who are at higher risk, such as grandparents, so we understand if coming into our school building is not right for your child. Whether your child comes in for CMAS testing is your decision, and no negative consequences will be imposed on your family should you choose not to send your child(ren).

**New Health and Safety Protocols**

For students taking CMAS, our testing protocols prioritize the health and safety of our students and teachers. Here are some steps we have taken to keep students and staff safe during the tests:

* We added additional health safety procedures during the test including limiting the sharing of materials, sanitizing materials when possible, ensuring adequate spacing between students, increasing ventilation, and ensuring students and staff wash their hands or use hand sanitizer before and after the test.
* The dates during which the test can be given have been extended by the Colorado Department of Education, which gives us more flexibility to schedule the tests when it is safe for students and staff and more time to make plans for the best health safety practices.
	+ Students will be allowed to take their devices home on a daily basis, helping us all to be prepared should we need to respond to COVID conditions in a way that requires all children to be at home.

We will continue to monitor health data for our community and will make any other changes to our CMAS testing plans necessary to keep our students, families and staff safe.

Thank you for taking the time to help us prepare by completing the *Help us* *Prepare* form at the bottom of this letter that lets us know your plans for your child(ren) this spring. I greatly appreciate your continued partnership in your child’s education and for all the support you have provided during this challenging school year.

Sincerely,

<Add Principal/Superintendent Signature as Desired>

[Consider adding district- or school-specific information about potential testing dates, whom parents should contact with questions about the test or transportation, and how to indicate their child’s participation in the tests.]

[Sample Form. Depending on how your school/district collects information, consider whether parents/guardians of multiple students will be asked to submit one form for each student or one form per family.]

**Help us Prepare**

In order for us to plan appropriately, please let us know whether or not your child(ren) will be coming into the school building to take the CMAS assessments this spring by <replying to this email/completing the CMAS 2021 Help us Prepare Form> by <***insert selected date***>. You may indicate whether your child(ren) *will* or *will not* take the CMAS assessments by marking the box(es) that corresponds to your selection.

**Student Name(s):**

**Grade(s):**

**Plan for my child(ren) to take the CMAS assessment(s) this spring at <insert district/school name>.**

School staff will contact you to provide information about testing dates and times. (Mark all boxes that apply below)

 My child(ren) will take the following CMAS assessments this spring

|  |
| --- |
| [ ]  English Language Arts (Grades 3 – 8) |
| [ ]  Math (Grades 3 – 8) |
| [ ]  Science\* (Grades 5, 8 and 11 only) *\*Note: Depending on state legislation and federal approval, CMAS science assessments may*  *not be administered this spring.* |

 [ ]  I understand that I should only send my child(ren) to school for assessments if they are healthy.

**Do not plan for my child(ren) to take the CMAS assessment(s) this spring.**

 [ ]  My child(ren) will NOT take the CMAS assessment(s) this spring. I am excusing them from this year’s

 assessments.