(School Letterhead)

Date

Dear Parent or Guardian:

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

NAEP has been given in schools nationwide for nearly 50 years. The results are published in a report called *The Nation's Report Card* which provides reliable student achievement information to educators, parents and concerned citizens.

The NAEP assessment will be given in our school on [insert your school’s assessment date]*.* Your child may take an assessment in one of the following subjects: civics, geography or U.S. history. In addition to subject area questions, NAEP survey questionnaires are voluntarily completed by students. The questionnaires provide valuable information about participating students’ educational experiences and opportunities to learn both in and out of the classroom. All student responses and results are anonymous and confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347)..

It will take approximately 90 to 120 minutes for students to complete NAEP. Your child’s grades will not be affected; he or she may be excused from participation for any reason, is not required to finish the assessment and may skip any question. While the assessment is voluntary, NAEP strongly depends on student participation to help policymakers improve education. However, if you do not want your child to participate, please notify me in writing by (insert date).

There is no need to study in preparation for NAEP, but please encourage your child to do his/her best. A brochure that explains what participation in NAEP means for you and your child is available at <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. If you have specific concerns please contact me at (insert your telephone number) or via email at (insert your email address).

We are excited that our school will be participating in NAEP. **We know that our students at (your school’s name) will do their very best!**

Sincerely,

School Principal