**NAEP 2019 EXAMPLE PARENT/GUARDIAN NOTIFICATION LETTER WITH ANNOTATIONS**

**NOTE** Important points for principals and NAEP Building Coordinators to keep in mind:

* You are welcome to create a more customized version of the notification letter for your school’s parents as you see fit. But notification to your students’ parents or guardian is required!!
* The notification can be sent home with students as a “take home” document to reduce postage expenses. Or it can be included as a general notice item in a school’s newsletter.
* Delete the highlighting below and these annotation bullets from your final notification letter.
* In early-mid January, prior to a phone call meeting with NAEP field staff, you will need to upload a version of your school’s letter to the *MyNAEP* website plus verify notification to students’ parents.
* **THANK YOU!!**

(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 has been selected to take a reading or mathematics assessment. In addition to subject area questions, NAEP also asks students about their daily routine and their educational experiences. As part of the 2019 National Indian Education Study, American Indian and Alaska Native students may receive additional questions tailored to their educational experiences and their opportunities to learn about their culture and traditions. 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 and other applicable federal laws).\*

The assessment takes about 120 minutes for most students to complete NAEP, including transition time and directions. 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 omit any test question(s). While NAEP is voluntary, we depend on student participation to collect information on student achievement that will inform improvements in education. **Your child’s test performance will represent many other students across Wyoming, so participation is very important.**  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. 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 consider viewing the NAEP web site at <http://nces.ed.gov/nationsreportcard> or 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

*National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students’ education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of $250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant’s information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.*