**NAEP 2021 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. It can be emailed to parents or included as a general notice item in a school’s newsletter.
* Delete the highlighting below plus these annotation bullets from your final parent 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 and verify notification to students’ parents.
* **THANK YOU!!**

(School Letterhead)

Date

Dear Parent or Guardian:

(School name) will participate in the National Assessment of Educational Progress (NAEP) on (date). NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. NAEP is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessments because it is a common measure of achievement across the country. The results are released as The Nation’s Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

Your child will take a mathematics or reading assessment. In addition to subject-area questions, students voluntarily complete NAEP survey questions. The questions provide valuable information about participating students’ educational experiences and opportunities to learn both in and out of the classroom. More information about NAEP survey questions is available at <https://nces.ed.gov/nationsreportcard/parents> under the section “What Questions Are on the Test?”

The assessment takes about 2 hours for most students to complete NAEP, including transition time and directions. Your child’s grades will not be affected; students may be excused for any reason, are not required to finish the assessment, and may skip any question.

While **NAEP is voluntary**, we depend on student participation to help policymakers improve education. 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, but please encourage your child to do his or 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>. Contact (name) at (telephone number) or at (email address) if you have any questions. We are excited that our school will be participating in NAEP. **We know that (school name)’s students will show what Wyoming students know and can do!**

Sincerely,

School Principal’s Name

*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*