**You may use the template below to notify parents/guardians of their student’s participation in Spring 2015 paper-based FCAT/FCAT 2.0 Retake and/or NGSSS EOC assessment administrations. Please customize this letter as applicable by modifying the red fields and place the letter on school or district letterhead prior to sending. You may also use this language to post to your school or district website or distribute to parents/guardians via email.**

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will be taking a paper-based accommodated form of the [FCAT 2.0 Reading Retake, FCAT Mathematics Retake, and/or (Algebra 1 Retake/Biology1/Civics/Geometry Retake/U.S. History) NGSSS End-of-Course (EOC) Assessment], per his or her IEP or Section 504 plan, on [administration day(s)/date(s)]. If you or your student would like to gain familiarity with the item types and response formats your student will see on the test, sample test questions and answer keys are available at <http://www.fldoe.org/accountability/assessments/k-12-student-assessment/history-of-fls-statewide-assessment/fcat/fcatitem.stml> for FCAT Mathematics Retake, <http://www.fldoe.org/accountability/assessments/k-12-student-assessment/fcat2.stml> for FCAT 2.0 Reading Retake, and <http://www.fldoe.org/accountability/assessments/k-12-student-assessment/end-of-course-eoc-assessments> for NGSSS EOC assessments.

The statewide assessment program is designed to provide parents, teachers, policy makers, and the general public with information regarding how well students are learning Florida’s academic standards. According to [section 1008.22(3), Florida Statutes](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1008/Sections/1008.22.html), “Participation in the assessment program is mandatory for all school districts and all students attending public schools, including adult students seeking a standard high school diploma under s. 1003.4282 and students in Department of Juvenile Justice education programs, except as otherwise provided by law. If a student does not participate in the assessment program, the school district must notify the student’s parent and provide the parent with information regarding the implications of such nonparticipation.”

For information regarding test session length and other helpful information for Spring 2015 FCAT, FCAT 2.0, and NGSSS EOC assessments, please review the Fact Sheets for FCAT and FCAT 2.0 assessments at <http://www.fldoe.org/core/fileparse.php/5423/urlt/FCAT2FS2014-15.pdf> and for NGSSS EOC assessments at <http://www.fldoe.org/core/fileparse.php/5423/urlt/NGSSSEOCFS2014-15.pdf>.

Please review the following policies with your student before testing:

**■ Electronic Devices**—Students are not permitted to have any electronic devices, including but not limited to cell phones and smartphones, at any time during testing OR during breaks (e.g., restroom), **even if they are turned off or students do not use them**. If your student is found with an electronic device, his or her test will be invalidated. The best practice is for students to leave devices at home or in their lockers on the day of testing.

**■ Testing Rules Acknowledgment**—All FCAT, FCAT 2.0, and NGSSS tests include a Testing Rules Acknowledgment that reads, “I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.” Prior to testing, test administrators read the rules to students, and students acknowledge that they understand the testing rules by signing below the statement in their test and answer books.

**■ Discussing Test Content after Testing**—The last portion of the testing rules read to students before they sign below the Testing Rules Acknowledgment states, “After the test, you may not reveal details about the passages or items to anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on websites like Facebook, Twitter, or Instagram.” Please make sure your student understands that “discussing” test content includes any kind of electronic communication, such as texting, emailing, or posting to blogs or social media websites.

**■ Test Invalidations**—Students are responsible for doing their own work on the test and for protecting their answers from being seen by others.If students are caught cheating during testing, their tests will be invalidated. FDOE employs a test security company, Caveon Test Security, to analyze student test results to detect unusually similar answer patterns. Student results within a school that are found to have extremely similar answer patterns will be invalidated.

**■ Leaving Campus**—If your student leaves campus before completing a test session (for lunch, an appointment, illness, etc.), he or she WILL NOT be allowed to complete the test session. If your student does not feel well on the day of testing, it may be best for him or her to wait and be tested on a make-up day. Please remember not to schedule appointments on testing days.

If you have any questions related to this test administration, you may contact [School Contact] at [Contact Info]. For more information about the statewide assessment program, visit the FDOE website at <http://www.fldoe.org/accountability/assessments/k-12-student-assessment>.

Thank you for supporting your student as he or she prepares for testing.

Sincerely,

[Principal Name]