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**Template Elementary School**

**Template School District**

**1234 Address Road**

**City, State Zip**

Dear Parent:

Wisconsin Students in Grades \_\_\_\_\_\_ will be participating in the \_\_\_\_\_\_\_\_\_ assessment during the \_\_\_\_\_\_\_\_\_\_\_\_\_ testing window. Our school is scheduled to take the \_\_\_\_\_\_\_\_\_\_\_\_ assessment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ assessment tests students in the areas of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. One or more subtests may be administered daily during the identified time frame and it is very important that your son or daughter be in school during this time. Students not in school on the scheduled testing days will be scheduled for a make-up test prior to the close of the testing window.

Enclosed is an *Informational Brochure for Families* which gives more information about the assessment including its purpose, what scores will be provided, and how the scores will be used.

The \_\_\_\_\_\_\_ assessment measures the knowledge and skills your student(s) should have acquired by the time they reach each grade level. Their performance on the assessment will not affect any of their current grades. Please encourage your son or daughter to take the test seriously and do the best they can. The results of these tests will be used to help school staff make determinations or placement in classes to best support your child(ren).

If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you,

Principal