Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this letter is to inform you that your student will be taking the ACCESS for ELLs between January 25, 2021 and March 19, 2021. ACCESS for ELLs,measures your student’s progress in listening, speaking, reading, and writing English language skills. Later this spring, your student will receive an Individual Student Report that provides information about how well he or she is progressing in the English language.

**Please review the following policies with your child before testing:**

**■ Electronic Devices**—If your student is found with ANY electronic devices, including, but not limited to, cell phones and smart phones, at any time during testing OR during breaks, his or her test section will be invalidated, which means it will not be scored. The best practice is for students to leave electronic devices at home on the day of testing.

**■ Leaving Campus**—If your student leaves campus before completing a test section (for an appointment, illness, etc.), he or she WILL NOT be allowed to complete that test section.

**■ Day of Test-** Please make arrangements for your child to arrive to the school 15 minutes prior to testing. The student will not be allowed into the testing location after the test has begun. If your child does not feel well on the day of testing, the student must stay home. A make-up day will be scheduled.

STUDENT TEST DATES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIME/LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check and email response to: EMAIL ADDRESS

\_\_\_\_\_\_\_\_ My child **WILL** attend testing on the scheduled days and times.

\_\_\_\_\_\_\_\_ My child **WILL NOT** attend testing on the scheduled days and times.

To learn more about ACCESS for ELLs, a helpful *Parent Handout* is available exclusively online (<http://fldoe.org/accountability/assessments/k-12-student-assessment/access-for-ells.stml>) under Assessment Resources in the following languages: English, Haitian Creole, and Spanish. If you have any questions related to this test administration, you may contact **School Contact Name at (754) School Phone Number.**

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

Sincerely,

PRINCIPAL NAME