California Department of Education • May 2022

**English Language Proficiency Assessments for California (ELPAC)**

# Initial Alternate ELPAC Parent and Guardian Notification Letter Template

**Directions:** Adapt this letter by using school letterhead and inserting school information where indicated in brackets.

Dear Parent/Guardian:

We know that your child brings many strengths with them to school, but also may need extra support in the classroom. To identify the supports your child needs, they will take the Initial Alternate English Language Proficiency Assessments for California (ELPAC) as listed in their individualized education program, or IEP.

The Initial Alternate ELPAC is the test we use to check how well students understand and communicate in English when it is not the language they speak or use at home. During this test, your child may use sign language, eye gaze, pointing, gestures, alternative communication devices, or other alternate modes to understand and express information. This test gives your child’s teacher information about where they need extra support.

**[*Insert school testing schedule*]**

You are an important part of your child’s education. To make sure your child feels comfortable taking the test, you can:

* Explain to your child that the test is a tool to help them learn and to not be anxious or scared.
* Remind your child that you and their teacher want them to try their very best, and are both there to help, every step of the way.
* Make sure your child gets a good night’s sleep and breakfast before testing.

The results will identify where your child is doing well or needs more help, so you can better support their learning at home and teachers can better support their learning in the classroom. When you receive your child’s results, meet with your child’s teacher and discuss where they might need additional help.

If you have any questions about your child taking the Initial Alternate ELPAC, please contact **[*insert name of school contact*]** at **[*insert phone number and/or e-mail address*].**

Sincerely,

**[*Insert name of LEA superintendent or school principal*]**

**[Superintendent/Principal]**