California Department of Education • July 2021

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

**Initial ELPAC Computer-Based Assessment**

# 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:

When registering your child for school, you listed that your child speaks a language other than English. In California public schools, all students entering school for the first time will be assessed with the Initial English Language Proficiency Assessments for California, or “Initial ELPAC,” if their home language is not English.

The Initial ELPAC is a required test that will help identify students who need help learning English by determining whether the student is an English learner or is fluent in English. This is important so they can get the support they need to do well in all school subjects. Your child’s voice is being recorded as part of the Speaking portion of the computer-based test. A small percentage of student responses will be used to validate the accuracy of scoring and will not be used for identification. All recorded responses will be destroyed after the scores are validated.

Based on the Home Language Survey results, **your child will be assessed with the Initial ELPAC.**

This year, ELPAC tests may be administered remotely, in person, or through a combination of in-person and remote testing, based on county public health department guidelines. At this point, **[insert district name]** is planning to administer ELPAC tests ***[insert: in person, remotely, or through a combination of in-person and remote]*** to all eligible students. We will be providing more information on spring testing soon.

***[remove this section if administering in-person]****:* Students will take the test from the safety of their homes and will connect with the test examiner on the computer. To make sure that each student receives the most accurate score, and to keep the test fair for all students, we are providing the following guidelines for student testing:

* You may help your child enter the test session.
* Do not talk about the questions on the test or any materials for the test with anyone before, during, or after the test.
* No one may record the test or use a camera or any other device to take pictures of the test questions or of your child taking the test.
* To make sure the test is being completed by your child without any help, your child will be monitored through video and audio (a web camera and microphone) while taking the test.
  + The camera is used only to observe your child and your child’s surroundings during the test and will not record the session. Please follow all instructions given by the test examiner about where to place the camera.
  + If your child cannot use the computer’s camera, microphone, and speaker or headphone during remote testing, you may contact ***[insert name and contact information]*** for another way to administer the test to your child.
* For more information, visit the Parents/Guardians Resources web page at <https://www.elpac.org/resources/parent-resources/>.

You are an important part of your child’s education. To help your child get ready for the test, you can:

* Read to your child or have your child read to you on a regular basis.
* Use pictures and ask your child to tell you what they see, or what is happening in each picture.
* Provide your child with opportunities to use language outside of school.
* Talk with your child’s teacher about your child’s listening, speaking, reading, and writing skills to help support their progress.

To learn more about the ELPAC, go to the California Department of Education Parent Guides to Understanding web page at <https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp>.

You also can review sample test questions on the practice tests, which can be found on the ELPAC Starting Smarter website at <https://elpac.startingsmarter.org/>.

If you have any questions about your child taking the 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]**