California Department of Education • December 2022

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

# Summative 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. As an English learner, your child will take the Summative Alternate English Language Proficiency Assessments for California (Alternate ELPAC) as listed in their individualized education program, or IEP.

The Summative Alternate ELPAC measures how much progress your child is making in learning English. On this test your child may use their preferred way of communication such as sign language, eye gaze, pointing, gestures, alternative communication devices, or other alternate modes to understand and express information. This test will give your child’s teacher information about where your child may need extra support.

Your child takes the Summative Alternate ELPAC every spring to measure their progress until they are fluent in English. The school testing schedule is listed below.

***[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 do the following:

* 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 there to help, every step of the way.
* Review a practice test with your child on the ELPAC Online Practice and Training Tests web page at <https://www.elpac.org/resources/online-practice-and-training-test/>.
* Make sure your child gets a good night’s sleep and eats a healthy breakfast before testing.

To learn more about these tests, go to the ELPAC Starting Smarter website at <https://elpac.startingsmarter.org/> or review the CDE Parent Guides to Understanding web page at <https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp>.

The results will identify how your child is doing so you can better support their learning at home and teachers can better support their learning in the classroom.

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