# English Language Proficiency Assessments for California (ELPAC) Student Score Report Parent and Guardian Letter Template Summative ELPAC

California Department of Education • April 2023

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

Dear Parent/Guardian:

Last spring, your child took the Summative English Language Proficiency Assessments for California (ELPAC) to measure how well they are learning the English language. The test results are not used to determine whether your child moves to the next grade level, but to monitor their progress and determine when they have mastered the English language.

***[Use the following sentence if you will be sending electronic SSR]***

You can access your child’s score report through the***[insert SIS name]*****parent portal.**

***[Use the following sentence if you will be sending paper SSR]***

Your child’s score report is attached to this letter.

Students who speak multiple languages have many strengths, but they may also need extra support in the classroom while learning in English. Your child’s score report consists of Oral Language (Speaking and Listening) and Written Language (Reading and Writing) skills. You can use this information to identify where your child is doing well and where they may need more support.

**To learn more about your child’s scores**, go to the ELPAC Starting Smarter websiteat <https://elpac.startingsmarter.org/>. There, you will find information about test results, sample test questions, free resources to support your child’s learning, and a guide to prepare for parent-teacher conferences.

If you have questions or concerns about your child’s progress, please call the school office at ***[insert phone number]*** to arrange for a teacher conference.

Sincerely,

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