Dear Parent/Guardian,

According to the Every Student Succeeds Act (ESSA) and Mississippi Public School Accountability Standards, your child is required to take a state assessment in ELA, Math and Science (grade 5 or 8) as a student enrolled in grade 3-8. According to Mississippi Department of Education (MDE), grade 3 students must take the ELA assessment as part of the Literacy-Based Promotion Act which is required for promotion to 4th grade. The MDE has stated all state assessments must occur at school.

The following procedures will be in place when your child comes to the school to take the assessment:

* Your child is scheduled to test on **\_ 4/7 (ELA) and 4/13 (math) .** Your child will take both sessions of each subject in one day. If you would prefer your child take each session of the subject on different days, please contact the School Test Coordinator.
* You and/or your child will arrive for testing at the scheduled time on the scheduled day(s).
* All testing will occur away from on-site students and staff to the best of our ability.
* You will park in the front parking lot.
* When you arrive, please walk your student into the front entrance. Staff will take your child to their designated testing location.
* You can wait in your parked car while your child completes the test or ask for an estimated pick-up time.
* Your child may test with other students in the Virtual Instructional Program. However, all students and staff will follow social distancing guidelines.
* Facial coverings will be required by all staff and students involved in the assessment with your child.
* All devices will be cleaned before your child enters the testing room and after he/she leaves. Your child should not bring their own device.
* Your child cannot bring any electronic devices (including a cell phone) into the school building with them. It will be taken up before testing if an electronic device is brought into the room.
* Your child cannot bring any paper or educational materials into the school building with them. All educational materials that are needed will be provided by school staff.
* Your child may need to eat lunch as they will take both sessions of each subject in one day unless you opt to split it into two days. Your child can eat the free school lunch or you could send a snack/lunch and drink.
* A staff member in the room will give and collect test material from your child and possibly resolve any technical issues your child may have while doing their best to maintain social distance.
* As soon as your child completes their test and/or you are confirmed to be outside, your child will report directly to the car.

**Please complete the following information, letting us know that your child will be at school on the appropriate testing days. You may send as an email to** [**amanda.white@dcsms.org**](mailto:amanda.white@dcsms.org) **or return to your child’s teacher.**

*Student Name***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*MSIS Number (same number as student lunch number)***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Kristy Hale, principal

Center Hill Elementary