

Date: \_\_\_\_\_

Dear \_\_\_\_\_

Please accept this letter informing you of our decision to opt my child, \_\_\_\_\_, out of the ELA and Math tests in April. Under our guardianship and advice, my child should be scored as a “refusal,” with a final score of “999” and a standard achieved code of 96, on both the ELA and Math State tests as described in the NYS Student Information Repository System (SIRS) Manual on page 63. Please note that a “refusal” is not the same as “absent” as they are defined differently and scored with different standard achievement codes on page 63 of the SIRS Manual. Also note that on page 25 of the 2013 Edition School Administrator’s Manual it states that, “The makeup dates are to be used for administering makeup tests to students who were ‘absent’ during the designated administration dates.”

\_\_\_\_\_ will specifically be scored as a “refusal,” not “absent,” and therefore we ask that the school please provide an alternative activity during administrative sessions. However, we understand that an alternative activity is not required on the part of the school. If you are unable to provide an alternative activity for our child, we ask that you please utilize the provision of the NY State Educator Guide to the 2014 Common Core English Language Arts Test which, on page 9, explains “...that student may be permitted to read silently.”

We appreciate your understanding of our position regarding our child’s participation in these tests. We hope to work with the school in our decision and would like to maintain open communication on the matter.

Sincerely,

Parent's Name \_\_\_\_\_

Child's Name and Class \_\_\_\_\_