*(Sample language for emails, letters or newsletters to parents and guardians from a district or school leader. Use all or just pieces of this language depending on local context.)*

**Reduced assessment requirements**We recently received some important news about how we will administer the state CMAS assessments this spring. Given the challenges created by COVID, the state legislature and U.S. Department of Education have reduced the number of tests students are required to take this year. Students will only be required to take one test in either English language arts or math, depending on their grade, but parents can choose to have children take both tests if they would like to see how their children are progressing in both subject areas.

The required and optional CMAS assessments for spring 2021 are:

* Students in grades three, five and seven will take the English language arts tests. Parents may choose to have them also take the math tests.
* Students in grades four, six and eight will take the math tests. Parents may choose to have them also take the ELA tests.
* Students in grade eight will also take the CMAS science tests. For this year only, students in fifth and 11th grades will not be given the CMAS science test.

See below for our process to have your child take both the English language arts and math tests.

**Why CMAS tests are important**

CMAS assessments are the only common measurement of students' progress on the Colorado Academic Standards in English language arts, math, science and social studies. They are different from district-level tests because CMAS measures students’ progress specifically on our state standards and allows for important analysis across the entire state and across student groups.

With adequate participation, CMAS data can help our school make improvements in classrooms and programs and can help the district make improvements across schools. As the only common measuring tool for Colorado students, this year’s results will contribute to our understanding of COVID’s impact on student learning across the state and within student groups, which will help state lawmakers and other policymakers direct support and resources to meet the greatest needs.

For more information about state tests, [visit the resources for parents on the Colorado Department of Education website.](http://www.cde.state.co.us/communications/resourcesforparents)

**When will results be available?**

Given the timing of the information on the changed CMAS requirements, we have already begun testing. Please know that we expect that your children will receive individual student reports for any tests they have already taken.

Your student’s individual score reports are expected to be [sent home/available in our parent portal] in August. Consistent with typical years, state level results should also be announced by the Colorado Department of Education at that time.

**Opting into both English language arts and math assessments**

If you would like us to provide your child with both the English language arts and math assessments, please [complete the form at the end of this message or go to this link] to let us know.

**OPTING STUDENTS IN TO OPTIONAL ASSESSMENTS**

[DISTRICTS/SCHOOLS: FOR REMOTE STUDENTS: see <http://www.cde.state.co.us/assessment/sp21_cmas_dropinletter>]

[DISTRICTS/SCHOOLS: FOR IN-PERSON STUDENTS whose parents have excused them from state testing this year following appropriate local processes and procedures: no additional action is needed from you or the parent(s).]

[FOR IN-PERSON STUDENTS whose parents have not excused them from state testing this year:]

**CMAS Testing Spring 2021**

**Please complete the following form if you would like your child to take the optional CMAS ELA or Math test in addition to the one which is required (see below for required and optional tests by grade. If you don’t want them to take the optional test, you don’t need to do anything.**

[Sample Form. Depending on how your school/district collects information, consider whether parents/guardians of multiple students will be asked to submit one form for each student or one form per family.]

**Help us Prepare**

In order for us to plan appropriately, please let us know whether you want your child(ren) to take the optional CMAS ELA or Math test in addition to the required test this spring by [replying to this email/completing the CMAS 2021 Help us Prepare Form (EMBED LINK)] by [insert selected date].

**Student Name:**

**Grade:**

In addition to the required CMAS test, plan for my child to take the optional CMAS test this spring at <insert district/school name>.

My child(ren) will take both the CMAS ELA and math tests.

|  |  |  |
| --- | --- | --- |
|   | **Required Test** | **Optional Test** |
| Students in Grades 3, 5, and 7 | English language arts | Math |
| Students in Grades 4, 6, and 8 | Math | English language arts |

Parent/Guardian Date