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

California Department of Education • December 2023

**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 student, your child will take the Summative English Language Proficiency Assessments for California (ELPAC) this spring.

The Summative ELPAC measures how much progress your child is making in listening, speaking, reading, and writing in English. Your child’s voice will be recorded during the speaking part of the test. These recordings may be used to double check test scores and will not be saved or made public.

Your child will take the Summative ELPAC every spring until they are fluent in English and no longer need support to understand and learn in English.

***[Use the following sentence if administering in person]***This year, ***[insert district name]*** will give the Summative ELPAC in person.

***[Use the following sentence if administering remotely]***This year*,***[insert district name]** will give the Summative ELPAC remotely. For more information on remote administration, visit the ELPAC Parent/Guardian Resources web page at [www.elpac.org/resources/parent-resources](https://www.elpac.org/resources/parent-resources/).

The 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 this test is used as a tool to help them learn, and that they should 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.
* Talk with your child’s teacher about their listening, speaking, reading, and writing skills to help support their learning.
* Explore the practice tests with your child on the ELPAC Online Practice and Training Tests web page at [www.elpac.org/resources/online-practice-and-training-test](https://www.elpac.org/resources/online-practice-and-training-test/) so they can become familiar with the platform and setup of the test.

You will receive your child’s results at or before the beginning of the next school year. Test results will identify areas where your child is doing well or needs more help, so you can better support their learning at home and teachers can better support their learning in the classroom.

To learn more about this test, go to the ELPAC Starting Smarter website at [elpac.startingsmarter.org](elpac.startingsmarter.org/) or review the CDE Parent Guides to Understanding web page at [www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp](http://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp).

If you have questions, please contact **[*insert name of school contact*]** at **[*insert phone number and/or email address*].**

Sincerely,

**[*Insert name of local educational agency superintendent or school principal*]**

**[Superintendent/Principal]**