

**NAEP 2019 PARENT/GUARDIAN NOTIFICATION LETTER**  
**Grades 4 and 8 – Mathematics, Reading, and Science Assessments**  
(School Letterhead)  
(Insert Date Here)

Dear Parent or Guardian:

(School name) will participate in the National Assessment of Educational Progress (NAEP) on (date). NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. NAEP is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessments because it is a common measure of achievement across the country. The results are released as The Nation’s Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

Your child will take an assessment in mathematics, reading, or science. In addition to subject area questions, NAEP survey questionnaires are voluntarily completed by students. The questionnaires help by providing valuable information about participating students’ educational experiences and opportunities to learn both in and out of the classroom. More information about NAEP survey questionnaires is available at <https://nces.ed.gov/nationsreportcard/parents> under the section “What Questions Are on the Test?”

Assessments take about 120 minutes for most students, including transition time and directions. The results are confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable federal laws).\*

**The information collected is used for statistical purposes only.**

- Your child’s grades will not be affected.
- Students may be excused for any reason, are not required to complete the assessment, and may skip any question.
- While the assessment is voluntary, NAEP depends on student participation to help policymakers improve education. However, if you do not want your child to participate, please notify me in writing by (date).

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. Contact (name) at (telephone number) or at (email address) if you have any questions.

We are excited that our school is participating in NAEP. We know that (school name)’s students will show what our nation’s students know and can do.

Sincerely,

(School Principal’s Name)

*\*National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students’ education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The information each student provides will be used for statistical purposes only. In accordance with the Confidential Information*

*Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about students. Electronic submission of student information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.*