



State of New Jersey
DEPARTMENT OF EDUCATION
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September 26, 2017

TO: Chief School Administrators
Charter School Leads
Renaissance School Project Leads

FROM: Donald Mitchell, Chief Performance Officer
Division of Talent and Performance

SUBJECT: Parental Notification of Standardized Assessment

This memo is a reminder to school districts, charter schools and renaissance school projects of the requirement to notify parents or guardians of any State assessment or commercially-developed standardized assessment that will be administered over the course of the year. State statute (*N.J.S.A. 18A:7C-6.6*) requires that school districts, charter schools, and renaissance school projects must, by October 1 of each year, provide parents or guardians certain information on any state assessment or commercially-developed standardized assessment that will be administered in that school year.

The information provided by districts to parents or guardians must include:

- The subject area of the assessment and grade levels covered by the assessment;
- The date or range of potential dates for the administration of the assessment;
- The time allotted for the student to take and complete the assessment;
- Any accommodations or accessibility options available to students;
- Information on how and when the student and his/her parent or guardian can access both sample questions and answers to the assessment and the student's results; and
- Whether the assessment is required by state or federal government, or both.

The New Jersey Department of Education's Office of Assessment has developed a [sample template](#) to support districts in implementing the provisions of this statute. It is not required that districts adopt this template, but it is required that the above mentioned information is disseminated to parents/guardians by October 1 of each year. Please also note that the information and dates in the template serve only as an example.

For additional information, please contact the Office of Assessments at (609) 984-6311.

c: Members, State Board of Education
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