Sample Letter to Caregivers

*GUIDANCE FOR USE:*

*Please use this sample letter as a template, replacing/removing yellow highlighted areas as you see fit. Feel encouraged to edit this letter in ways that will best support the families in your community. Schools are encouraged to keep lines of communication open with families as we approach the testing window, as well as during testing.*

Dear Caregiver(s),

This year, Vermont will be implementing the Vermont Comprehensive Assessment Program (VTCAP) provided by Cognia for the third time. The VTCAP is administered annually in the spring to students in grades 3 through 9 in English language arts (ELA) and mathematics; and to students in grades 5, 8, and 11 in science. The ELA and mathematics assessments are designed to measure students’ mastery of the Common Core State Standards. The science assessments are designed to measure students’ mastery of the Next Generation Science Standards. The VTCAP assessments are computer-adaptive with a variety of accessibility features available to students.

Schools can administer these assessments this year between March 10 and May 2, 2025. These assessments include:

VTCAP English language Arts and Mathematics: Grades 3-9

VTCAP Science Assessment: Grades 5, 8, and 11

Tests can be administered at any time during the test window and will be administered in the school building during the typical school day. The schedule for testing in our school is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Date** | **Test Subject Area** | **Estimated Length of Test Session** |
|  |  | ELA | 170 minutes |
|  |  | Mathematics | 125 minutes |
|  |  | Science | 150 minutes |

After students have completed testing, Individual Student Reports will be sent to families via [email/US Postal] as soon as available. These reports will provide information on what your student(s) learned in relation to the statewide academic standards. When reviewing test scores, it is important to consider that these tests provide a broad overview of demonstrated learning and that results are most useful when viewed in the context of other information gathered by the teacher and the school. The primary purpose of our testing program is to provide families and school leaders with an increased understanding of how teaching and learning is taking place and how students’ needs are being met.

Please note that Vermont’s test delivery system uses state-of-the-art security features that protect your students’ privacy and adhere to all federal and state confidentiality regulations.

To learn more about the VTCAP, please visit [Vermont Help & Support (cognia.org)](https://vermont.onlinehelp.cognia.org/).

If you have any questions, please contact [add school/district contact info].