*VTCAP Sample Letter to Caregivers for Individual Student Reports*

*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.*

**[School/District Letterhead or Logo]**

**Dear Caregiver(s),**

Last spring, Vermont schools administered the **Vermont Comprehensive Assessment Program (VTCAP)** for the third time. VTCAP assessments are given annually to students in **grades 3 through 9 in English Language Arts (ELA) and Mathematics**, and in **grades 5, 8, and 11 in Science**. The ELA and Mathematics assessments are aligned to the **Common Core State Standards**, while the Science assessments measure proficiency based on the **Next Generation Science Standards**. These assessments are computer-adaptive and include a variety of accessibility features to support all learners.

Enclosed with this letter are your student’s **Individual Student Report(s)** along with a **score interpretation guide**. These reports provide information about your student’s performance in relation to state academic standards in ELA, Math, and Science.

When reviewing the test results, please keep in mind:

* VTCAP scores are on a unique scale, ranging approximately from **1500 to 2000**.
* The scores reflect your student’s performance **on the day of the test**.
* While these scores are accurate, they are considered **preliminary** until the state officially releases the full results.
* State and district-level results currently **do not include data from the Multi-State Alternate Assessment**.

These assessments offer a snapshot of learning and are **one of many tools** used to understand student progress. They are most valuable when considered alongside classroom assessments, teacher observations, and other school-based information. The primary goal of VTCAP is to support families, educators, and school leaders in understanding how students are progressing and where additional support may be needed.

Please be assured that Vermont’s assessment system includes **state-of-the-art security** features that protect student privacy and comply with **all federal and state confidentiality regulations**.

If you have any questions or would like to discuss your student’s results further, please contact **[insert school/district contact information]**.

Sincerely,  
**[Your Name]**  
**[Your Title]**  
**[School/District Name]**