# Initial English Language Proficiency Assessments for California (ELPAC) Computer-Based Assessment Parent and Guardian Notification Letter Template

California Department of Education • July 2023

**Directions:** Adapt this letter by using school letterhead and inserting school information
where indicated in brackets.

Dear Parent/Guardian:

When registering your child in a California public school for the first time, you listed that your child has a language other than English on the Home Language Survey. Therefore, your child will be assessed with the Initial English Language Proficiency Assessments for California, or “Initial ELPAC.”

The Initial ELPAC is a required test used to determine how well students understand and communicate in English when it is not the language used at home. This is important so students can get the support they need to do well in school. Your child’s voice will be recorded as part of the Speaking portion of the computer-based test to help ensure that the test is scored correctly. All recorded responses will be destroyed after the scores are validated.

The Initial ELPAC may be administered remotely, in person, or through a combination of in-person and remote testing. **[Insert district name]** will administer the Initial ELPAC to all eligible students with the following administration mode:

* In-person testing ***[use this bullet point if administering only in person]***
* Remote testing ***[use this bullet point if administering only remotely]***
* Combination of in-person and remote testing ***[use this bullet point if administering through a combination of in-person and remote testing]***

***[Remove the following paragraph and bulleted list if administering only in person]***Your child will take the test from an off-campus location, most commonly their homes, and will connect with the test examiner on the computer. To make sure that each student receives the most accurate score, and to keep the test fair for all students, please follow these guidelines for student testing:

* You may help your child log on to enter the test session.
* Do not talk about the questions on the test or any materials for the test with anyone before, during, or after the test.
* No one may record the test or use a camera or any other device to take pictures of the test questions or of your child taking the test.
* To make sure the test is being completed by your child without any help, your child will be monitored through video and audio (a web camera and microphone) while taking the test.
	+ The camera is used only to observe your child and your child’s surroundings during the test and will not record the session. Please follow all instructions given by the test examiner about where to place the camera.
	+ If your child cannot use the computer’s camera, microphone, and speaker or headphone during remote testing, you may contact **[*insert name of contact*]** at **[*insert phone number and/or email address*]** for another way to administer the test to your child.
* For more information, visit the ELPAC Parent/Guardian Resources web page at <https://www.elpac.org/resources/parent-resources/>.

You are an important part of your child’s education. To make sure your child feels comfortable taking these tests, you can

* explain to your child that these tests are used to help them learn, and they should not be anxious or scared;
* explore the practice tests with your child on the ELPAC Online Practice and Training Tests web page at
<https://www.elpac.org/resources/online-practice-and-training-test/> so they can become familiar with the platform and setup of the tests; and
* remind your child that you and their teacher want them to try their best and are there to help, every step of the way.

To learn more about the Initial ELPAC, go to the California Department of Education Parent Guides to Understanding web page at <https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp>.

You also can review sample test questions on the ELPAC Starting Smarter website at [https://elpac.startingsmarter.org](https://elpac.startingsmarter.org/).

If you have any questions about your child taking the Initial ELPAC, please contact **[*insert name of school contact*]** at **[*insert phone number and/or email address*].**

Sincerely,

**[*Insert name of LEA superintendent or school principal*]**

**[Superintendent/Principal]**