



December 7, 2009

Dear Parent or Guardian,

In a recent decision, the State Board of Education revised testing policy to require students who score Level II on all End of Course tests to take a retest. Students who score Level I on the End of Course test are not required to take the retest unless the parent requests it.

The purpose of this letter is to notify you of this new testing requirement. Should your child score a **Level II** on any of his/her End of Course assessments he/she will automatically receive a retest for that test, following the State Board's policy. The higher of the two scores will count towards the student's final grade for the course and for state accountability purposes.

Should your child score a **Level I** on any of the End of Course assessments other options are available to review your child's progress this semester that will allow the principal to determine whether or not your child has met the exit standard and/or passed the class. If your child scores a Level I, he/she will **not** be provided a retest unless you specifically request it.

In accordance with the new policy, if you wish to have your child given the retest, please complete the form below and *return it to our testing coordinator, Danette Swann, at the school by **December 18, 2009***. Once a signed letter has been received, arrangements will be made to provide a retest in the End of Course test in which your child made a Level I during the fall 2009 testing window. A retest will **not** be administered unless this form is completed, signed, and returned. Please understand that your student's participation in *the retest* does not guarantee that the student will receive credit for the course or meet exit standards. It does, however, provide your child with another opportunity to score at Level III or above.

Sincerely,

Scott Lyons  
Principal

---

I request that my child take the retest of any End of Course test in which he/she has scored a Level I with the understanding that this request only pertains to the Fall 2009 semester. I also understand that course credit is not guaranteed with the retest request.

\_\_\_\_\_  
(Print name of student)

\_\_\_\_\_  
(Date signed)

\_\_\_\_\_  
(Print name of parent or guardian)

\_\_\_\_\_  
(Signature of parent or guardian)