

Dear Parent or Guardian,

The purpose of this letter is to inform you of the internal procedure used by ISD #761 in regard to the request to opt out of standardized testing in the school district. The right for a parent or guardian to exempt his or her child or children from standardized testing is a federally-protected right. Because of this, the Owatonna School District acknowledges your ability to exercise this right. While our aim is to use standardized testing to provide a basis for continually improving our programming for students, we will work to make sure that your request is honored in the best manner possible. It is important to note that assessment data is important for school personnel to reference to ensure students are making adequate yearly progress towards or beyond state standards. The assessment data is used to inform appropriate instruction and appropriate educational supports.

For your reference, the following is a brief description of each standardized test given in the school district, plus the grade levels where the assessment is administered. Finally, on the back side of the letter is a table summarizing the approximate time each assessment takes and optional opt-out procedures.

Districtwide Assessments

Fastbridge earlyReading & CBM-reading (Given in Kindergarten through Grade 6)

Fastbridge earlyReading and CBM-reading is a curriculum-based measures of early literacy skills used for universal screening and progress monitoring of students. This assessment measures performance on key foundational skills in reading. These assessments are administered locally and are used to help provide appropriate instructional support for students.

Fastbridge aReading & aMath (Given to all students grades 2-8 and selectively in high school)

Fastbridge aReading and aMath tests are reading and math computer-adaptive assessments that adapt to each student. Fastbridge aReading and aMath results are used to help provide appropriate instructional support, and sometimes to inform class placement, for students.

ACT (Given in Grade 11)

The ACT is America's most widely accepted college entrance exam. It assesses high school students' general educational development and their ability to complete college-level work. School districts in Minnesota are required to provide the opportunity for all grade 11 students to take a national college entrance exam such as ACT on a school day. While participation is optional, students are required to take the ACT as a graduation requirement in Owatonna Public Schools.

Statewide Assessments

MCA/MTAS (Given in Grades 3-8, 10 and 11)

The Minnesota Comprehensive Assessments (MCA) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet the requirements of the federal Elementary and Secondary Education Act (ESEA). Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS instead.

English Language Proficiency Assessments

The ACCESS for ELLs and Alternate ACCESS for ELLs are the assessments developed by the World-Class Instructional Design and Assessment (WIDA) consortium and administered to English learners in order to measure progress toward

meeting Minnesota’s standards for English language development, developed by the WIDA consortium. Most English learners will take the ACCESS for ELLs, but English learners that receive special education services and meet the participation guidelines may take the Alternate ACCESS for ELLs

Please refer to the Owatonna Public Schools Assessment Calendar for further details on dates of assessments.

Table: Estimated Test Administration Times

Test	Estimated Test Administration Time
FASTBRIDGE AutoReading, earlyReading & CBM-Reading grades K-8	Less than 5 minutes
Fastbridge aReading & aMath	10-20 minutes per test (reading and math)
MCA Math, grades 3-8	2.5-3.5 hours
MCA Math, grade 11	1.5-2.5 hours
MCA Reading, grades 3-8	2.5-3.5 hours
MCA Reading, grade 10	2-3 hours
MCA Science, grades 5 and 8	1-2 hours
MCA Science, grade High School	1-2 hours
MTAS	Individualized, up to 20 min
ACT grade 11	Typically 4 hours
ACCESS grades K-12	Less than 65 minutes per section

Please note that if you choose to opt your child out of any of the standardized tests offered in the school district, then your child’s school will provide a learning opportunity that is meaningful, well-planned, age/grade appropriate, and has a direct connection to the curriculum in place of the standardized test.

Opt Out Procedures

Districtwide Assessments

To opt out your child from **districtwide** standardized testing in the Owatonna School District, you must complete the form on the next page.

Statewide Required Assessments

To refuse testing for **statewide** required assessments (MCA/MTAS or ACCESS), you must read and complete the [Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#).

(available here: <http://www.owatonna.k12.mn.us/page/2726>)

Forms must be filled out in full, and returned to the building principal **prior** to testing dates (see district assessment calendar).

The contact information for the District Assessment Coordinator is as follows:

Mr. Kenneth Griswold
 515 West Bridge Street
 Owatonna, MN 55060
kgriswold@isd761.org
 (507) 444-8689

DISTRICTWIDE Assessment Refusal Request Form

* Note that request forms must be filled out in full. Please return complete form to the school office **prior** to testing dates. (see district assessment calendar).

Date _____ (This form is **only** applicable for the current school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Reason for refusal:

Please indicate which Districtwide assessment(s) you are opting the student out of this school year:

_____ Fastbridge earlyReading/CBMreading _____ Fastbridge aReading

_____ Fastbridge aMath _____ ACT District Testing

Note: To opt students out of **Statewide** statewide required assessments (MCA/MTAS or ACCESS) you must read and complete the [Parent/Guardian Refusal for Student Participation in Statewide Assessments](http://www.owatonna.k12.mn.us/page/2726) form available on our website here: (<http://www.owatonna.k12.mn.us/page/2726>)

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in district standardized assessments may hamper school and district efforts to make effective instructional decisions for my student potentially including course and program placement decisions.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____