

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Administrative Office

**District Protocol for Parents Reviewing State Assessments**

1. All parents will receive the “Information for Parents or Guardians” handout from the “Handbook for Assessment Coordinators.”
2. Parents may contact the Principal or School Assessment Coordinator to arrange an assessment review, by appointment in the appropriate school building.
3. The Principal or School Assessment Coordinator will notify the District Assessment Coordinator of the pending appointment.
4. The Principal or School Assessment Coordinator will transport the state assessment to the meeting immediately preceding the appointment and will remain with the state assessment while the parent reviews the state assessment.
5. The parent will sign the “Parent Confidentiality Agreement” and staff will file the signed form.
6. Once the appointment is complete, the School Assessment Coordinator will return the state assessment to its secure storage location.