



San Francisco Unified School District • 555 Franklin Street • San Francisco, California 94102-5299

## **SFUSD Procedures for Parent Exemptions from State Testing**

### **Background**

In the settlement of the lawsuit between the San Francisco Unified School District et. al. vs. the California State Board of Education concerning the assessment of English Language Learners, the first item was that San Francisco, Berkeley, Oakland, Hayward and MALDEF agreed to assess all students with the State program tests.

Among the other points in the settlement was a reiteration of the right of parents to exempt their children from the State program tests. However, it is important that parent exemptions be considered in light of the whole settlement agreement. The parties agreed to test all students and we cannot ignore that provision.

**School and district staff may inform parents of the availability of exemptions under EC Section 60615; however, school or district staff shall not solicit or encourage any exemption request on behalf of any child or group of children.**

### **Procedures**

Parents seeking exemptions should be counseled about the importance of all State tests, the sensitive way testing will be handled for all students and the special accommodations available for some students (Special Education and ELs, and Newcomers).

#### **Secretary:**

If a parent requests an exemption by phone and the secretary takes the call, the secretary should refer the parent to the principal or teacher who can make an appointment to discuss the situation with the parent. If the parent visits the school in person to request an exemption, the secretary should again refer the parent to the principal or teacher.

#### **Teacher/Counselor:**

The teacher should explain the benefits to the student of participating in the test. **For the SBAC**, teachers should be familiar with the benefits of the test. There will be a parent report and a student report of the child's performance. The report will point out what the students knows and where the student may need more assistance. It will indicate to teachers the areas in which the child may need extra support. If the parent still desires an exemption, the teacher will refer the parent to the principal who has the parent exemption letters.

#### **Principal:**

The principal should counsel the parent on the importance of the test for the child and the school. If, after further counseling, the parent still requests an exemption, the principal will have a parent exemption letter which the parent can sign. The letter will be in various languages to accommodate speakers of languages other than English. **In any case the principal should be the person who distributes the parent exemption letter during a face-to-face meeting.**

If a parent submits a letter or a form letter from an organization, please contact the parent and have them meet with you to discuss the State testing. If the parent still would like an exemption, have the parent sign the official district form in the appropriate language. Keep all exemption letters on file and fax copies to the Achievement Assessments Office at 241-6451. These letters are not for general distribution, but are intended for the principal who should be involved with the final parental decision.

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### **Benefits of participating in the SBAC Test**

- Students will gain experience with the functionality of innovative technology-enhanced items and newly designed performance tasks with related classroom activities.
- Teachers and administrators will help prepare for a smooth and successful participation in the SBAC assessments.
- SFUSD will benefit from learning the strengths of all of their students and which areas require more attention.
- California will benefit by having the diversity of its student population included in the analysis of test and item quality and development of achievement level scores and descriptors.

Date \_\_\_\_\_

To the Principal of \_\_\_\_\_  
(Name of School)

I request that \_\_\_\_\_,  
(Name of Student)

Who, is in the \_\_\_\_ grade, not participate in the following California Assessment of Student Performance and Progress (CAASPP) program tests this spring.

\_\_\_\_\_  
Name of test(s)

Signature of Parent \_\_\_\_\_

Signature of  
Principal \_\_\_\_\_

Student HO Number: \_\_\_\_\_

School site: please fax a copy of this letter to (415) 241-6451.

Fecha: \_\_\_\_\_

Al director de la Escuela: \_\_\_\_\_  
(Nombre de la Escuela)

Solicito que: \_\_\_\_\_  
(Nombre del Estudiante)

en el \_\_\_\_\_ grado, no participe en el Programa de Exámenes CAASPP en la primavera.

¡Gracias!

Firma del Padre de Familia \_\_\_\_\_

Firma del Director \_\_\_\_\_

Número del Estudiante - H0 \_\_\_\_\_

Envíe por favor, una copia de esta carta por medio del fax: (415) 241-6451.

日期： \_\_\_\_\_

致 \_\_\_\_\_ 校長  
(校名)

本人要求 \_\_\_\_\_ ,  
(學生姓名)

現就讀 \_\_\_\_\_ 年級，不參加這春季的加州標準測驗計劃 (CAASPP) 測驗。

考試名稱 \_\_\_\_\_

家長簽名 \_\_\_\_\_

校長簽名 \_\_\_\_\_

學生學號： \_\_\_\_\_

學校：請傳真這信一份到 (415) 241-6451。