



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 9, 2019
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: District Test Coordinators
From: Linda P. Eno, Ed.D., Assistant Commissioner
Division of Academics and Performance
Deadline: October 1, 2019

Parental Notification of Standardized Assessments

This memo is a reminder that school districts, charter schools and renaissance school projects are required by state statute (*N.J.S.A. 18A: 7C-6.6*) to annually notify parents or guardians by October 1 of any statewide student assessment or commercially developed standardized assessment that will be administered over the course of the school year.

Districts are required to provide the following information to parents or guardians:

- the subject area of the assessment;
- the grade levels covered by the assessment;
- the date or range of potential dates for administration of the assessments;
- the time allotted for the student to take and complete the assessment;
- any accommodations or accessibility options available to students;
- information on how and when the student and his/her parent or guardian can access both sample questions and answers from the assessment and the student's results; and
- whether the assessment is required by the state or federal government, or both.

The New Jersey Department of Education's Office of Assessments has developed a [sample template](#) to support districts in implementing the provisions of this statute. It is not required that districts adopt the template, but it is required that the above-mentioned information is disseminated to parents/guardians by October 1 of each year.

For additional information, contact the Office of Assessments at (609) 376-3468 or <mailto:assessment@doe.nj.gov>.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group