



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: September 25, 2020  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
Route To: District Test Coordinators  
From: Diana M. Pasculli, Acting Assistant Commissioner  
Division of Academics and Performance  
Deadline: October 1, 2020

### **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. If a school district or charter school elects to administer an additional commercially developed standardized assessment after October 1, then that information shall be provided to parents or guardians within 30 days of the decision.

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 assessment;
- the time allotted for students to take and complete the assessment;
- any accommodations or accessibility options available to students;
- information on how and when students and parents or guardians can access both sample questions and answers from the assessment and students' results; and
- whether the assessment is required locally, or by the state or federal government.

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. Districts are not required to adopt the template, but the above-mentioned information must be disseminated to parents/guardians by October 1 of each year or within 30 days of a decision to administer an additional commercially developed standardized assessment made after October 1.

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

c: Members, State Board of Education  
Kevin Dehmer, Interim Commissioner of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group