



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 20, 2023
To: Local Educational Agency Leads
Route To: District Test Coordinators
From: Jorden Schiff, Ed.D., Assistant Commissioner
Division of Teaching and Learning Services
Deadline: October 1, 2023

Parental Notification of Standardized Assessments

This memo serves as a reminder to local educational agencies (LEAs) of statutory requirements ([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. LEAs are encouraged to schedule the administration of state and local assessments within the context of their local scope and sequence to maximize the amount of instructional time students have before participating in the assessments.

If a LEA elects to administer an additional commercially developed standardized assessment after October 1, the information shall be provided within 30 days of that determination.

LEAs 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 the administration of the assessment;
- 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 their parent or guardian can access both sample questions and answers from the assessment, as well as the student's results; and,
- Whether the assessment is required by the federal government, state government, or local district.

The New Jersey Department of Education's Office of Assessments has developed a sample template to support LEAs in implementing the provisions of this statute. This sample template can be accessed on the [NJSLA/NJGPA Resources for Districts webpage](#) under the heading Forms and Templates. It is not required that LEAs adopt the template, but it is required that the above-mentioned information is disseminated to parents/guardians by October 1 of each year or within 30 days of the decision to administer a standardized assessment after October 1.

Additionally, details regarding the administration windows for the New Jersey statewide assessments are provided in the [2023-2024 state assessment schedule](#). This schedule provides for a listing of all 2023-2024 statewide assessments.

For additional information, contact the Office of Assessments at (609) 376-3960 or assessment@doe.nj.gov.

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