



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 17, 2025

To: Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities

Route To: District Test Coordinators

From: Jorden Schiff, Ed.D., Assistant Commissioner
Division of Teaching and Learning Services

Deadline: October 1, 2025

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/guardians by October 1 of any state assessment¹ or commercially-developed standardized assessment² that will be administered over the course of the school year.

By October 1 of each year, LEAs must notify parents/guardians of any state assessment or commercially-developed standardized assessment that will be administered over the course of the school year. If, after the initial notification to parents/guardians occurs, an LEA decides to administer an additional commercially developed standardized assessment, the LEA must communicate this decision as soon as possible and provide information about the additional assessment to parents/guardians within 30 days of making the determination.

LEAs are required to provide the following information to parents/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 parents/guardians can access both sample questions and answers from the assessment, as well as the students' 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

¹ Per N.J.S.A. 18A:7C-6.5: "State assessment" means an assessment required pursuant to State or federal law and administered to all students in a specific grade level or subject area and whose results are aggregated for analysis at the district, school, or student subgroup level.

² Per N.J.S.A. 18A:7C-6.5: "Commercially-developed standardized assessment" means a State-required or district-mandated assessment that is administered by the school district or charter school that requires all students in a grade to answer the same questions, or a selection of questions from a common bank of questions, in the same manner, and is developed and scored by an entity under contract with a board of education.

be accessed on the [Assessment](#) webpage under the heading “Resources.” It is not required that LEAs adopt the template, but it is required that the above 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 [Statewide Assessments Testing Schedule 2025-2026](#). This schedule provides a listing of 2025-2026 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
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group