

Dear Parent/Guardian:

I am writing to inform you that all Massachusetts students must meet the standards described on the attached form, in addition to meeting all local graduation requirements, to earn a high school diploma.

Your son or daughter has not yet met the following requirements for graduation:

The next opportunity to participate in MCAS testing is:

Students have the right to participate in testing as many times as they need, during high school and after. I strongly encourage all students who have not yet met the state standards for graduation to participate in the next testing opportunity. If your child chooses not to take advantage of this opportunity, please complete and sign the enclosed MCAS Non-Participation Form and return it to me.

I also want you to know that our school has established academic support programs to help prepare students for the tests. Information about these programs is available at

In addition, I want you to know that students may also meet the state's testing requirements through the MCAS Performance Appeals process, which was designed for students to demonstrate through their course work that they meet or exceed the passing standard, even though they have repeatedly been unable to demonstrate this through the MCAS tests.

If you have any questions about testing opportunities or other options, please contact the high school guidance department or my office. Below is our contact information:

- *Contact name and title:* _____
- *Telephone:* _____
- *Email:* _____

I believe that by working together we can help students succeed. Thank you for your cooperation.

Sincerely,

School Principal