

Dear Parent/Guardian:

This letter is being sent to remind you that your student, along with other students in public high schools throughout the state, will participate in the upcoming administration of the California High School Exit Examination (referred to in English as the CAHSEE). Our school will administer the exam to your student on **[insert test date here]** at the school site during regular school hours. It is important that your student be present on test days.

The primary purpose of the CAHSEE, which is mandated by state law, is to ensure that students who graduate from high school can demonstrate grade-level competency in the state's academic content standards for reading, writing, and mathematics. Your student must satisfy the CAHSEE requirement, as well as meet all other state and local requirements, to earn a high school diploma.

The CAHSEE consists of two parts: (1) English-language arts, which includes reading and writing, and (2) mathematics. All questions on the exam are aligned to California content standards adopted by the State Board of Education. Content standards describe what students should know and be able to do at each grade level from kindergarten through grade twelve.

Our school district will receive individual student results about seven weeks after the exam is given. Your student's results will be sent to your home as soon as they are available. Students who do not pass one or both parts of the CAHSEE during this administration will have additional opportunities to retake the part(s) not yet passed.

All grade ten students must take the CAHSEE, including English learners and students with disabilities. English learners must be permitted to take the CAHSEE with certain test variations if used regularly in the classroom. The CAHSEE regulations specify accommodations and modifications that students with disabilities must be permitted to use if specified in the student's individualized education program (IEP) or Section 504 Plan for use on the CAHSEE, standardized testing, or for use during classroom instruction and assessments. Students who use a modification and have earned the equivalent of a passing score may be eligible for a diploma if a waiver of the requirement to pass one or both parts of the CAHSEE is granted. At the request of a parent or guardian, the local school board may waive the requirement to pass one or both parts of the CAHSEE if the student has met the requirements listed in California *Education Code* Section 60851(c). In addition, some students with disabilities may be eligible for an exemption pursuant to *Education Code* Section 60852.4.