

[District letterhead]

Spring 2017

Dear Parent and/or Guardian:

As a part of the Wisconsin Statewide Assessment System, your child will be taking the ACT with Writing and the ACT WorkKeys assessments on February 28 and March 1, respectively. These assessments measure your child's academic readiness for college and post-high school careers. ACT assessments given on *statewide* testing days are administered at no cost to students.

It is very important that your son or daughter be in school during this time. Students who are absent on the initial testing dates will be re-scheduled for make-up tests on March 21 and 22. Please notify your child's school if he or she cannot be present on the initial test dates.

Scores from the ACT with Writing assessment can be used for college and technical school admissions, scholarship applications, and National Collegiate Athletic Association (NCAA) eligibility. Your child may also earn a National Career Readiness Certificate (NCRC) from the WorkKeys assessment. The NCRC is used by a growing number of employers to ensure prospective employees have the skills necessary for the job they are applying for.

You can help your child do their very best on test day, by reminding them to:

- Get plenty of rest the night before
- Have a healthy breakfast the morning of the test
- Arrive on time (late arrivals will be scheduled for a make-up test)
- Bring sharpened #2 pencils with good erasers and an ACT permitted calculator
- Leave cell phones, smart watches, fitness trackers, and other electronic devices at home or in lockers for the entire test day

Enclosed is an *Informational Brochure for Families* that gives more information about ACT assessments, including their purpose, what scores will be provided, and how scores will be used. Additional information for students, including practice questions and test prep strategies, can be found on The ACT website: <http://www.actstudent.org/testprep/>

If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_.

Thank you,

Principal Name and Signature