**If reports are being sent by district: For Superintendents**

* Hello, this is [NAME], superintendent of [INSERT DISTRICT NAME] public schools.
* This week your child will receive a score report from the new PARCC assessments in English and math which was taken this past spring.
* Replacing our previous end-of-year assessments, these tests more accurately measure the real-world skills students need to be successful in college and a career like the ability to think critically and solve complex problems.
* The Louisiana Department has released a Parent Guide to help you better understand the results in your child’s reports. This guide can be found in the Family Support Toolbox on the Department’s website at [www.louisianabelieves.com](http://www.louisianabelieves.com).
* I also encourage you to reach out to your child’s teacher with any questions you may have about their scores, or what this data means for their performance in the classroom this year.
* If you have general questions or want more information about the assessments, please visit our website at [INSERT DISTRICT WEBSITE] or call [INSERT PHONE NUMBER].

**If Reports are being sent from school: For Principals**

* Hello, this is [NAME], Principal of [INSERT SCHOOL NAME].
* This week your child will receive a score report from the new PARCC assessments in English and math which was taken this past spring.
* Replacing our previous end-of-year assessments, these tests more accurately measure the real-world skills students need to be successful in college and a career like the ability to think critically and solve complex problems.
* The Louisiana Department has released a Parent Guide to help you better understand the results in your child’s reports. This guide can be found in the Family Support Toolbox on the Department’s website at [www.louisianabelieves.com](http://www.louisianabelieves.com).
* I also encourage you to reach out to your child’s teacher with any questions you may have about their scores, or what this data means for their performance in the classroom this year. [insert information about an upcoming parent night if school is hosting one]
* If you have general questions or want more information about the assessments, please visit our website at [INSERT SCHOOL WEBSITE] or call [INSERT PHONE NUMBER].