# *Sample Permission-to-Excuse Letter*

TO:_____ _____
Parent/Guardian Date

RE: _____
Name of Student

In May and June of this year, students in Grade 6 throughout the province will write provincial achievement tests in four subject areas: language arts, mathematics, science, and social studies. Results from these tests will provide Alberta Education, school administrators, teachers, parents, students, and the public with information about what students know and can do in relation to provincial standards at the end of Grade 6. These results can be used to improve learning opportunities for students.

To ensure that they do their best when writing an achievement test, special format test materials and other writing accommodations are available to students who have learning or physical disabilities and who use such accommodations regularly to support their learning. If a student is not capable of responding to an achievement test even with one or more writing accommodations, or if participation would be harmful to the student, a superintendent may excuse a student from writing. A superintendent's decision to excuse a student from writing an achievement test is based on a recommendation from the principal that is supported by the child's parent or guardian. This recommendation must also be supported with documentation such as a student's individual learning plan.

Although test writing accommodations are available, I am considering recommending to the superintendent that your child be excused from writing the provincial achievement test(s) in the following subject(s):

- ☐ Language Arts—Writing
- ☐ Language Arts—Reading
- ☐ Mathematics
- ☐ Social Studies
- ☐ Science

_____
Principal's Signature

Please indicate whether or not you support this decision by checking one of the boxes below and returning this letter to me:

- ☐ I support your recommendation to excuse my child.
- ☐ I do not wish my child to be excused from writing achievement tests
- ☐ I would like an opportunity to discuss this recommendation.

_____ _____
Parent/Guardian's Signature Date