Dear Parent/Guardian:

We are in receipt of your request for your child not to participate in the New York State 3-8 Mathematics, ELA, and/or Science Assessments. We are writing to follow-up with you regarding this request.

First, rest assured we intend to honor your child’s test refusal. We would like you to be aware of the testing protocol our schools will have in place during the test administration to ensure an appropriate testing environment for those students engaged in the assessment, and we would also like you to be aware of what your child will experience during the testing period.

Since our personnel will be proctoring exams and providing test accommodations to students, we will not be able to provide a separate location or activities for students not engaged in the assessment. Students whose families have requested their children not to be tested will remain in their designated classroom for the entire test duration so they may be supervised. New York State requires that every child in attendance during the entire testing period (this includes the test administration window and make-up testing days) be presented with an assessment. Your child will be presented with an assessment if he/she is in attendance during the test administration days or make-up days. Based on your wishes, your child can choose not to engage in the assessment. In this case, his/her assessment will be coded as a “code 999 refused entire test” for state and school reporting purposes. Our test administration procedures are in accordance with the NYS Test Administrator’s Manual. Your child will be permitted to silently read after the tests have been distributed and directions reviewed with students, as we do not engage in “sit and stare” practices. Accordingly, please have appropriate books and ample reading material for your son or daughter on test administration days. Your request will be communicated to the test proctors.

Lastly, if your child chooses to engage in any part of the assessment, the assessment will be scored. The test refusal designation (code 999 refused entire test) can only be used when a student refuses to complete the entire assessment. Even answering one question invalidates our ability to use this code, and your child’s test would be scored. Please make sure your child is aware of this, so he/she can honor your wishes.

If you have any questions regarding this information, please contact us. Thank you.

Sincerely,

Lisa M. Krueger, Ed.D.  
Assistant Superintendent for  
Curriculum, Instruction & Pupil Services

Aaron Grupka  
Orchard Park Middle School Principal