

You may use the template below to notify parents/guardians of the upcoming CELLA administration. Please modify the red fields and place the letter on school or district letterhead prior to distribution. You may also use this language to post to your school or district website or distribute to parents/guardians via email.

[Date]

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student will be taking the [Level A, B, C, or D] **Comprehensive English Language Learning Assessment (CELLA)** between March 3, 2014 and April 4, 2014. Each level of the CELLA contains four sections: Listening, Speaking, Reading, and Writing. Later this spring, your student will receive an Individual Student Report that provides information about how well he or she is progressing in the English language.

Please review the following policies with your child before testing:

■ **Electronic Devices**—If your student is found with ANY electronic devices, including, but not limited to, cell phones and smart phones, at any time during testing OR during breaks, his or her test section will be invalidated, which means it will not be scored. The best practice is for students to leave electronic devices at home or in their lockers on the day of testing.

■ **Leaving Campus**—If your student leaves campus before completing a test section (for an appointment, illness, etc.), he or she WILL NOT be allowed to complete that test section. If your student does not feel well on the day of testing, it may be best for him or her to wait and be tested on the make-up day.

To learn more about the CELLA, a helpful *Parent Information Brochure* is available exclusively online (<http://www.fldoe.org/aala/cella.asp/>) in the following languages: English, Spanish, Arabic, Chinese/Zhongwen, French, Haitian Creole, Portuguese, Russian, Tagalog, Urdu, and Vietnamese. If you have any questions related to this test administration, you may contact [School Contact] at [Contact Info].

Thank you for supporting your student as he or she prepares for the test.

Sincerely,

[Principal Name]