# Initial Alternate English Language Proficiency Assessments for California (Alternate ELPAC) Parent and Guardian Notification Letter Template

California Department of Education • July 2023

**Directions:** Adapt this letter by using school letterhead and inserting school information  
where indicated in brackets.

Dear Parent/Guardian:

When registering your child in a California public school for the first time, you listed that your child has a language other than English on the Home Language Survey. Additionally, your child’s individualized educational program (IEP) team determined that they should be administered alternate assessments. Therefore, your child will be assessed with the Initial Alternate English Language Proficiency Assessments for California, or “Initial Alternate ELPAC.”

The Initial Alternate ELPAC is a required test used to determine how well students understand and communicate in English when it is not the language they speak or use at home. This is important so students can get the support they need to do well in school. During this test, your child may use the accessibility resources they use daily in the classroom.

The results will identify if they need language support learning English so that you and your child’s teachers can better assist them.

You are an important part of your child’s education. To make sure your child feels comfortable taking these tests, you can

* explain to your child that these tests are used to help them learn, and they should not be anxious or scared;
* explore the practice tests with your child on the ELPAC Online Practice and Training Tests web page at   
  <https://www.elpac.org/resources/online-practice-and-training-test/> so they can become familiar with the platform and setup of the tests; and
* remind your child that you and their teacher want them to try their best and are there to help, every step of the way.

To learn more about the Initial Alternate ELPAC, go to the California Department of Education Parent Guides to Understanding web page at <https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp>.

You also can review sample test questions on the ELPAC Starting Smarter website at [https://elpac.startingsmarter.org](https://elpac.startingsmarter.org/).

If you have any questions about your child taking the Initial Alternate ELPAC, please contact ***[insert name of school contact]*** at ***[insert phone number and/or email address]*.**

Sincerely,

***[Insert name of LEA superintendent or school principal]***

**[Superintendent/Principal]**