# California Assessment of Student Performance and ProgressStudent Score Report Parent and Guardian Letter Template California Spanish Assessment

California Department of Education • May 2024

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

Dear Parent/Guardian:

Last spring, your child took the California Spanish Assessment (CSA) for Spanish reading/language arts. The CSA measures how well your child is learning reading/language arts in Spanish.

The CSA results can be combined with other measures like report card grades, classroom work, and teacher observations to give families and teachers a more complete picture of each child’s Spanish learning. Your child’s score report shows scores for Spanish reading, listening, and writing mechanics. You can use these results to identify where your child is doing well and where they might need more support.

***[Use the following sentence if you will be sending electronic SSR]***

You can access your child’s score report through the ***[insert SIS name]*** parent portal.

***[Use the following sentence if you will be sending paper SSR]***

Your child’s score report is attached to this letter.

**To learn more about your child’s scores,** go to the Starting Smarter websiteat <https://ca.startingsmarter.org/>. There, you will find information about test results, access to sample test questions, free resources to support your child’s learning, and a guide to prepare for parent–teacher conferences.

If you have questions or concerns about your child’s progress, please call the school office at ***[insert phone number]*** to arrange for a teacher conference.

Sincerely,

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