

[Principal Name]
[School Name]
[Street Address]
[Town/City]

[Date]

Dear Principal xx,

I wanted to let you know that my child, [name], will not take part in the [name the test] this year. We ask that you make arrangements for him/her to have a productive educational experience during the testing period.

Thank you for all you do. With each year, our child continues to thrive at [school name]. Much of the credit for his/her success, both academically and socially, is due in large part to the excellent work of the teaching and education staff at [school name]. Our decision to opt out is unrelated to anything we've encountered at [school name]. Rather, we feel that there is an overemphasis on standardized testing in today's public schools and we would prefer not to be a part of it this year.

We are grateful to be part of the [school name] community.

Thank you for your assistance on this matter. Please contact me once you've determined how my child will spend his/her time during testing. Having this information in advance will help me prepare my child for school on these days.

Respectfully,

[parent/guardian]

cc: [name of student's teacher]