

## **Grading/Assessment Systems**

### **Procedures for Parents/Guardians Request for Exemption from State Assessments and Information to Parents/Guardians**

#### **Request for Exemption**

1. Policy IKA allows for parents to exempt students from a particular state assessment or assessments without a negative consequence for that request. This policy's exemption process shall apply only to state assessments listed in the district assessment calendar.
  - a. In order to request an exemption, parents must file "Parent/Guardian Request for Exemption from State Assessments: Huerfano School District RE-1" or form IKA-E. Proper filing requires the form to be signed and dated and a copy to be returned to the principal's office. Signed forms can be mailed or dropped off by an adult to the principal's office. Parents are encouraged to submit their requests for exemption on or before March 1<sup>st</sup> of the current school year so that the district may plan accordingly.
  - b. IKA-E will be distributed to parents via the school secretary or on the school website for download. The Policy, regulation, and exemption from will also be available in the District's central office located at 201 East Fifth Street, Walsenburg, Colorado.
  - c. Parents/Guardians must submit form IKA-E for each student enrolled.
  - d. Parents/Guardians will not be required to state the reason for asking for the exemption. Although IKA-E provides a place to give a reason, it may be left blank.
  - e. Students whose families file for exemption in accordance with this regulation, by March 1<sup>st</sup> of the current school year will be provided alternative learning activities during the testing period.
  - f. Parents/Guardians are welcome and encouraged to request a meeting with the building principals to discuss testing prior to family decision-making regarding state assessments.
  - g. Requests for exemption will be valid for one year. Requests for exemption from state assessments in subsequent school years require a new written request (IKA-E).

**Information to parents/guardians**

1. Each school year at the earliest possible time, the district shall distribute information to students' parents/guardians regarding the state and district assessments that the district will administer that year. This information shall also be posted on the district's website.
  
2. The district shall also distribute a district assessment calendar to students' parents/guardians at the earliest possible time each school year, and shall post the calendar on the district's website. At a minimum, the district assessment calendar shall include:
  - An estimate of the testing hours required on each testing day; and
  - Whether the assessment is required by federal and/or state law or was selected by the district.

(March 8, 2016)