Dear Families of *(insert school name)*:

You might know that Illinois is replacing the Illinois Standard Achievement Test with the Partnership for Assessment of Readiness for College and Careers (PARCC) assessment this spring. As a way to familiarize you and your children with the new assessment, we are hosting a PARCC Primer: Technology and the Test event.

**WHAT:** PARCC Primer: Technology and the Test

**WHEN:** *(insert date)*

**WHERE:** *(insert location)*

**TIME:** *(insert time)*

The PARCC Primer: Technology and the Test event will provide you the opportunity to gain firsthand experience with the computer-based PARCC assessments. You and your child will take the PARCC Tutorial and learn how to use the test’s computer-based features such as highlighting, drag and drop and the online calculator. You will then take a PARCC Practice Test and see exactly what your child will experience when he or she takes the test this spring. Most importantly, you will have the opportunity to ask questions about the PARCC assessment and what it means to your child.

The PARCC Primer: Technology and the Test is informal and aims to be fun and educational. We invite you to join us. Please RSVP to *(insert email address and phone number for RSVP)* by *(insert RSVP deadline).*

I’ll see you at there!

Regards,

*(Insert principal’s signature and contact information.)*