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) assessments, which are aligned to the new learning standards and will measure how well third- through eighth-graders and some high school students are achieving in English language arts (ELA) and math. As a way to familiarize you and your children with the new assessments, we are hosting a PARCC Primer event.

**WHAT:** PARCC Primer

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

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

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

The PARCC Primer event, co-sponsored by the Illinois State Board of Education and the Illinois PTA, will help you gain firsthand experience with math and English language arts activities that are examples of current teaching techniques. You will have access to PARCC sample items during the event and be guided to PARCC practice tests to better understand what your student will see on these new assessments this spring. Most importantly, you will have the opportunity to ask questions of the teachers and administrators about PARCC assessments.

The PARCC Primer 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 the PARCC Primer!

Regards,

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