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**2023 MSSA & ASR Reports Family Letter Template**

[Insert district or school letter head]

[Insert date]

Dear Family/Guardian,

Between March 27 and May 12, 2023, we administered the NM-MSSA Math, ELA, SLA, and NM-ASR assessments to our students in grades [insert grade range]. These assessments are important tools that help us as educators and families to understand how students are learning and progressing through their academic journey. In addition, these summative assessments provide insight into your student’s readiness – or being on track for readiness- for university and/or the workplace.

These assessments are based on academic standards that reflect what your student is expected to learn for his or her grade level in our schools. The assessments are untimed tests that include [insert subject(s) tested: [Language Arts, Mathematics, Science].

This Individual Score Report describes how your student performed on spring 2023 state assessments. These assessments are summative in nature. They were not designed to inform your student’s teachers about short-term teaching strategies or potential interventions but to give them, and you, a snapshot of where your student finished the 2022-23 school year relative state-adopted content standards and instruction.

We appreciate your continuing support and the opportunity to be a part of your student’s educational success. If you have specific questions about your student’s performance on the assessment, please contact your local school administration to discuss how you or the school staff can help your student do his or her best.

The **Family Report Interpretation Guide** is available in English, Spanish and Navajo at the Cognia Help & Support site under reporting resources available at: <https://newmexico.onlinehelp.cognia.org/reporting-resources/>

To find instructions on how to login to the Family Portal, please refer to the [Family Portal Help Guide](https://newmexico.onlinehelp.cognia.org/wp-content/uploads/sites/10/2022/09/NMPED-Family-Portal-Help-Guide_September2022.pdf).

In addition, should you have specific questions about the assessment, please visit the PED Assessment Bureau’s Family Resource page at <https://webnew.ped.state.nm.us/bureaus/assessment/parent-and-student-resources/>.

Sincerely,

[Principal/LEA Signature]