

School/District Letterhead

[Insert Date]

Dear Parent/Guardian:

[Insert School] is preparing for the annual administration of the ACT with Writing assessment, administered each year to Montana juniors. As listed on our school calendar, juniors will take the assessment on [Insert Dates/Date Range]. State and federal law requires all students to participate for high school academic achievement reporting in Grade 11. Participation in this test is important. The ACT with Writing is one of many tools to understand individual student achievement (how much your child knows at the end of the year) and individual progress (how much your child has improved since the previous year). For information about participation in statewide assessments, review the [Six Things Stakeholders Should Know About Participation](#) document.

Our school uses the score information to help families, teachers, and principals understand and address the specific academic needs of students in relation to the state mathematics, English language arts, and science standards. The achievement results will be used in combination with other data to help our overall efforts to address a more equitable education system for all learners.

Through MyACT, students may select college campuses or scholarship agencies to send their ACT information to. This service typically costs \$19 per campus but the first four are free to Montana high school juniors using the statewide assessment. The ACT's optional Recruit Me service provides students with information from colleges, universities, financial aid/scholarship agencies, government agencies, and organizations that offer educational, community and civic involvement, extracurricular, and career opportunities, products and services to assist students with their postsecondary pursuits.

In addition, the Montana University System offers an exclusive opportunity for Montana students. By using **College Code 8302: Montana University System Direct Admission**, students may send their ACT scores to all 16 colleges and universities within the Montana University System at no cost.

- Any student earning a **composite score of 22 or higher** will receive **direct admission to any 4-year university in the Montana University System**.
- **All graduating Montana seniors** are eligible for **direct admission to a 2-year college** within the system.

This is a unique benefit available only to Montana students and is designed to ensure every student has a clear path to higher education in our state. For more information on the Montana University System, visit [applymontana.mus.edu](http://applymontana.mus.edu).

Results from the ACT with Writing statewide assessment provide the state, our district, our school, teachers, you, and your child with information about the knowledge gained over the past school year. Individual student reports will be sent home to parents [Insert TIME and Method; e.g., in the fall via Parent-Teacher Conferences].

It is important to remember that statewide assessments provide only one measure of student learning, but when combined with grades, classroom activities, unit quizzes and tests, and district-level assessments, the statewide assessments can complete the picture of a child's abilities and help him/her down a path toward academic success in reaching Montana's Content Standards.

You can explore our school's state assessment results by going to the Office of Public Instruction's [Student Achievement Dashboard](#) or visit [Montana's Report Card Information for Families website](#) to see how our school compares to other schools across Montana in a variety of different measures.

**Here are some things to note about the statewide assessments:**

- Your child's grades will not be impacted by their test scores:
- Your child's privacy will be protected. State and federal laws, such as the Family Educational Rights and Privacy Act (FERPA), ensure these data remain confidential.
- Students with Individual Educational Plans (IEPs), Section 504 plans, or English Learner plans will be assessed based on individual student needs, consistent with all state and federal laws and regulations.

**Here are some things you can do to help:**

- Encourage your child to do their very best on everything they do in school, including this-assessment.
- Support your child by explaining the purpose of the test. Here are three resources to assist you and your child in preparing for this important assessment.
  - [Kaplan ACT Test Prep Site](#)
  - [How Parents Can Help Get Ready for the ACT](#)
  - Review the "[Preparing for the ACT Test](#)" with your child.

We appreciate your partnership in helping [\[Insert School\]](#) fulfill the state requirement for statewide assessments and supporting your child to do their best.

Do not hesitate to contact us with any questions you may have about statewide testing this year. Questions can be directed to [\[School Contact\]](#) at [\[Contact Information\]](#).

Sincerely,  
[\[Principal's Name\]](#)