

Sample Letter to Parents/Guardians

Date

Dear Parents/Guardians:

In 2003, the provincial and territorial ministers of education, through the Council of Ministers of Education, Canada (CMEC), agreed to develop the Pan-Canadian Assessment Program (PCAP) as a replacement for the School Achievement Indicators Program (SAIP). The new program will assess the reading, science, and mathematics knowledge and skills of 13-year-old students from across Canada.

The first PCAP assessment is scheduled to be administered in the spring of 2007 to 13-year-old students. Each PCAP assessment will have one major component and two minor components. For the first assessment in 2007, reading will be the major component and science and mathematics will be the minors.

<< Insert your province or territory >> is participating in the PCAP assessment.

In << Insert your province or territory >>, << Insert appropriate number of schools >> English-language schools and << Insert appropriate number of schools >> French-language schools have been selected to participate in this pan-Canadian assessment. In each of these schools, some 13-year-old students have been randomly selected to participate.

PCAP results will be compiled at the pan-Canadian and provincial/territorial levels only. CMEC will not publish any results at the school board, school district, school, or student level. Therefore, this assessment will not affect your child's classroom marks or report card.

Thank you for supporting your child's participation in the Pan-Canadian Assessment Program (2007).

Sincerely,

John Doe
Title