

[Your School Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

We are writing to inform you that the NWEA (Northwest Evaluation Association) assessment will be administered to your child, [Student's Name], on [date(s)] during [specific times, if applicable]. The NWEA assessments are designed to measure your child's academic growth and proficiency in [subjects being tested, e.g., Math, Reading].

The results of these assessments will help us tailor instruction to better meet the educational needs of all our students. We believe that assessing students at multiple points throughout the year gives us valuable insights into their progress and learning.

Please ensure that your child arrives at school on time and is prepared to do their best. If you have any questions regarding the assessment, feel free to reach out to us at [school contact information].

Thank you for your continued support in your child's education.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]