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Section 4.4 of Chapter 4 of the state board of education regulations provides the right of any parent/guardian to excuse their child from the state assessment if, upon inspection of the testing materials, they find that the assessment to conflict with their religious beliefs. This is the only basis for a parent/guardian to excuse his/her child from the statewide assessments.

This letter is to inform all parties of Gillingham Charter School’s procedure of opting a student out of testing. The purpose of this procedure is to ensure the security and confidentiality of the Pennsylvania State Standardized Assessment and the Keystone Exams are maintained.

**The following are the procedures that will be followed by all parties involved:**

1. Parent/Guardian must make a request to the office of Executive Director to view the PSSA or Keystone test at least 2 weeks prior to the assessment window.

2. District Assessment Coordinator notifies School Assessment Coordinator of request

3. School Assessment Coordinator contacts Parent/Guardian to schedule time, date and place for a review of the assessment.

4. Parent/Guardian must complete and sign the Parent Confidentiality Agreement witnessed by a school official

5. School Assessment Coordinator will share the booklet(s) and answer sheet(s) separately. The answer sheet of the parents’ child, and the test booklets of the parents’ child will be used during this review.

6. Prior to the Parent/Guardian review of the Assessment, the School Assessment Coordinator will share the Cell phone/ mobile device policy with the parent, explain the importance for test security, and ask the Parent to turn off any mobile devices and place in the School Test Coordinators possession.

7. The Parent/Guardian is prohibited from using any cellular or mobile device during the assessment review

8. School Assessment Coordinator provides a secure location for the assessment materials to be viewed by the Parent/Guardian.

9. School Assessment Coordinator monitors the Parent while the Parent/Guardian reviews the assessment materials

10. The Parent/Guardian cannot photocopy, write down or in any other manner record any portion of the assessments; including directions.

11. If after reviewing the assessment materials the Parent/Guardian find the test to conflict with their religious beliefs and wish their student would be excused from the test, the Parent/Guardian must provide a written request that outlines the objection addressed to the Superintendent. Once the Request is approved by the Superintendent, the School Assessment Coordinator will provide an alternate learning environment for the student during testing. The School Assessment Coordinator will also mark bubble on the student's PSSA answer sheet next to “student had a parental request for exclusion from the assessment”