

CARLISLE AREA SCHOOL DISTRICT
Carlisle, PA 17013

PARENTAL REQUESTS TO VIEW STATE ASSESSMENT MATERIALS

The Carlisle Area School District will follow the guidelines for parental review of test materials and requests for exclusion from the state assessments as outlined in the Pennsylvania System of School Assessment Handbook and Keystone Exam Handbook for Assessment Coordinators.

1. Two weeks prior to each testing window, each assessment will be made available for review by parents and guardians. The assessments must be reviewed on school property and school personnel will be present at all times. The district will make every effort to provide a convenient time for parents to review these assessments including evening times if requested. School personnel will maintain proper security and confidentiality of the assessment throughout the review process.
2. If a site is testing online, the principal will contact DRC to order a set of paper assessments for the purposes of parental review. These paper assessments will be returned to DRC following the return instructions outlined in the handbook.
3. Parents and guardians must sign the Parent Confidentiality Agreement provided on page 72 of the Handbook for Assessment Coordinators. A copy of this confidentiality agreement will be maintained at the building level. The original copy must be sent to the district office and will be maintained in a PSSA/Keystone test security file. Parents and guardians will not be allowed to photocopy, write down, or in any other manner record any portion of the assessments, including directions.
4. If after reviewing the test, parents/guardians find the test to be in conflict with their religious beliefs and wish their student(s) to be excused from the test, the parents/guardians must provide a written request that states the objection to the Superintendent. A copy of this statement will be maintained at the district office in a PSSA/Keystone test security file.
5. If the student is excused from the state assessment due to parental or guardian request, school personnel will provide an alternative learning environment for the student during the assessment. School personnel will complete the "Non-Assessed Students" grid by selecting "Student had a parental request for exclusion from the assessment".
6. Building principals should contact the director of curriculum and instruction with any questions or concerns when following these guidelines.

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