<date>

Dear Administrator,

Thank you for all that you do for our school.

I am writing to respectfully inform you that my child, (*name)*, under my guardianship and advice, will be refusing to take the end-of-course EOC exams in his/her (list specific classes or just write “classes”) this year.

Please note that a “refusal” of an EOC is also a request for an alternate method of assessment to be administered to my child. Districts in New Mexico have the power to authorize alternative forms of assessments for students to show competency, and I look forward to working with you to decide which the best is for my child.

I would ask that the school also use an alternate form of assessment that is created by educators, if not my child’s teacher (which would be preferable), since the results of the test are used to evaluate my child’s teacher.

I am reserving the option of removing my child from school during the test administration session depending on the emotional anxiety state of my child on the day of the EOC administration.

Thank you very much. I look forward to a great end of the school year.

Sincerely,

cc: District superintendent

Encl: New Mexico Statewide Assessment Parent Refusal Form