



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Assessment Procedures (Exemption Process and Information to Parents/Guardians)
Policy Number:	IKA-R-TCA
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Category:	Instruction
Author:	Director of Academic Services
Cabinet Level Owner:	Director of Academic Services

Parent/guardian request for exemption

In accordance with the accompanying policy, the parent/guardian of a student enrolled at TCA may request that his or her child be exempt from participating in one or more state assessments.

- a. The request for exemption must be submitted by using Form IKA-1-TCA and turning it in to the school principal.
- b. The parent/guardian will not be required to state the reason for asking for the exemption.
- c. The request for exemption may apply to all or specific state assessments administered to the student during the school year.
- d. A request for exemption will be valid for one school year. Requests for exemption from state assessments in subsequent school years require a new written request.
- e. Parents/guardians are encouraged to submit their requests for exemption at the earliest possible date each school year so that TCA may plan accordingly.

Information to parents/guardians

Each school year at the earliest possible time, TCA shall distribute a calendar to students' parents/guardians regarding the state and school specific standardized assessments that TCA will administer that year. This information shall also be posted on TCA's website.

At a minimum, the assessment calendar shall include:

- a. an estimate of the testing hours required on each testing day;
- b. whether the assessment is required by federal and/or state law or was selected by TCA;
- c. the purpose of the assessment; and
- d. the manner in which the assessment results will be used by TCA and by the Colorado Department of Education (if applicable). C.R.S. 22-7-1013(7)(a).

This policy replaces ASD20 Policy IKA-R.

Cross References

ASD20 JRA/JRC Student Records/Release of Information on Students
 IKA-TCA Assessments
 IKA-F1-TCA-E1 Request for Exemption to Regular Assessments – Elementary
 IKA-F1-TCA-E2 Request for Exemption to CMAS Assessments - Elementary
 IKA-F1-TCA-S Request for Exemption to Assessments - Secondary

Policy Revision History

Date	Revision Details	Revised By
8/19/2015	Creation of policy	Director of Academic

		Services
9/7/2021	Policy updated with simplified wording and new forms.	Director of Academic Services