***One letter should be sent for each refused assessment. Send to principal and TEA.***

**FERPA CORRECTIVE REQUEST**

[Campus Administrator]
[Student Assessment Division – TEA]

 Re: [Student Name]

 [Date of STAAR Exam] STAAR Administration – [Subject of STAAR Exam]

Good Morning:

I previously informed you that I was exercising my parental rights under the Texas Education Code Ch. 26 and the U.S. Constitution to remove my [son/daughter/children] from participation in the assessment instruments created by the TEA for purposes of conducting a standardized assessment of academic readiness.

I understand under the policy of the TEA, based on my refusal or my [son/daughter/children]’s in person refusal, [his/her] assessment instrument was marked S for Score, and thereafter processed and entered into [his/her] records based on the blank answer form. [**Add if you did tab through and submit with no answers entered:** Indeed, on the computerized assessment, the submission required him/her to tab to the end of the assessment, refusing to respond to any questions, and submit it.]

Obviously, we have a difference of opinion as to whether refusal is participation in the assessment, and we strenuously object to the documentation of our child’s record as if he/she chose to participate. [**Add if you refused and the school submitted without you tabbing through:** Indeed, the assessment was submitted by the school based on our refusal and not by our active participation. Pursuant to FERPA, I demand that any Score Reports generated from the submission of the S code indicating that my child actually participated in this assessment be removed from my child’s records or corrected to indicate that my child refused participation. I further note that this entire situation could be better resolved by the use of an R code to specify refusal. This would also render more usable data for the evaluation of schools. The request extends to both the State repository of scores and any score maintained locally.

In the event my request is denied, please confirm that the following parental corrective statement has been affixed to the records in question:

*The student [Full Name] did not participate in STAAR assessments for [date-subject-name of assessment]. A blank scoresheet was submitted reflecting our refusal to participate. This generated the minimum scaled score for the assessment and was attached to his records. The records should reflect that this was the result of a refusal. The state scoring system does not have a means to record refusals. For this reason, a corrective statement has been placed in the student record by his parent.*

If you have any questions regarding this matter, please respond in writing to me at this address: [E-mail or mailing address].

Sincerely,

[Parent Name]