**State Assessment Administration and Parent Refusal**

In alignment with C.R.S. § 22-7-1013, charter schools are required to adopt a policy outlining their procedures and determinations related to state assessment administration and parent refusal. This sample policy is intended to support CSI schools in drafting their own policy. While it offers a helpful starting point, each school’s final policy should reflect its unique practices and context, provided it remains within the confines of applicable statute. This document may not include all possible policy components, and schools are strongly encouraged to seek legal review prior to adoption.

**Purpose**

[Charter School Name] is committed to academic excellence through the use of high-quality assessments aligned with the Colorado Academic Standards. State-mandated assessments serve as one measure of student learning and provide data that informs instruction, supports continuous improvement, and ensures accountability. This policy outlines procedures for the administration of state assessments and the rights of parents/guardians to refuse participation on behalf of their student, in accordance with C.R.S. § 22-7-1013.

**State Assessments and Administration Format**

In alignment with Colorado Department of Education (CDE) requirements, all state assessments at [Charter School Name] are administered in an online format unless a paper-based format is required as part of a student’s Individualized Education Program (IEP), Section 504 Plan, or through other approved accommodations.

The following state assessments are administered at [Charter School Name]:

* Colorado Measures of Academic Success (CMAS): Grades 3–8 and 11
* Preliminary SAT (PSAT): Grades 9–10
* SAT: Grade 11
* ACCESS for ELLs: Grades K–12 (for Multilingual Learners)
* Alternate ACCESS for ELLs: Grades K–12 (for eligible Multilingual Learners with significant cognitive disabilities)
* Colorado Alternate Assessment (CoAlt): Grades 3–11 (for eligible students with significant cognitive disabilities)

**Annual Assessment Calendar Distribution**

[Charter School Name] shall provide an annual assessment calendar to all parents/guardians. The calendar shall include:

1. A description of all scheduled state and local assessments
2. An indication of whether each assessment is required by federal law, required by state law, or selected by the school
3. The administration dates or testing windows for each assessment
4. A brief explanation of the purpose of each assessment and how results are used by CDE and the school to support student learning and school improvement

The assessment calendar shall also be posted on the school’s website at the beginning of the academic year for ongoing public access.

**Parent/Guardian Refusal of State Assessments**

Parents/guardians have the legal right to refuse participation in one or more of the following state assessments:

* Colorado Measures of Academic Success (CMAS)
* Preliminary SAT (PSAT)
* SAT
* Colorado Alternate Assessment (CoAlt)

There shall be no negative consequences for any student or family who elects to opt out. Specifically:

* Students will not face academic penalties
* Students will not be excluded from classroom instruction, school events, or extracurricular activities
* Students will not be required to stay home on testing days

[Charter School Name] shall not engage in any practice that discourages participation in state assessments or encourages families to refuse them.

The refusal process does not apply to the following assessments:

* ACCESS for ELLs/Alternate ACCESS for ELLs
* READ Act early literacy assessments
* Classroom assessments

**Refusal Process**

To opt their student out of eligible state assessments, parents/guardians must:

1. Submit a signed written notice of refusal (e.g., letter or school-provided refusal form) to the Assessment Coordinator or School Principal.
2. It is recommended that the notice be submitted at least one week prior to the start of the applicable assessment window, when feasible.

Refusal notices shall be:

* Valid for one academic year. A new request must be submitted each year
* Collected and securely maintained by the Assessment Coordinator
* Filed in the student’s official school record

Students with a documented refusal shall be supervised during the testing period and may participate in quiet or alternative educational activities as appropriate.

**Policy Review and Transparency**

This policy was developed in consultation with parents/guardians and shall be reviewed and updated as needed to ensure continued alignment with CDE guidance and applicable state law.

The policy shall be posted on the school’s website and made available in hard copy upon request. A summary shall also be included in the annual Parent/Student Handbook.

Questions regarding this policy may be directed to the Assessment Coordinator or School Principal.

**Adopted:** [Month], [Year]

**LEGAL REFERENCE:**

C.R.S. § 22-7-1013 – Assessment Administration and Parent Refusal