

# Intradistrict Communication

DATE: Thursday, October 24, 2024

TO: Elementary School Administrators

FROM: Carolyn Gough, Administrator of Teaching and Learning  
Ben Jameson, Director of Assessment, Research and Accountability  
Rebecca Smith, Consultant, Gifted & Talented

SUBJECT: CogAT Sample Parent Notification Letter and Parental Exclusion Form

---

The 6<sup>th</sup> grade CogAT testing window opens Tuesday, October 29 and closes Friday, December 6. In preparation for testing, school administrators may wish to communicate with parents about CogAT testing. To facilitate this, a sample parent notification letter in both English and Spanish has been attached with this memo. School administrators are welcome to use the sample letter as it is written or add additional information as they see fit. It is recommended that school administrators send the parent notification letter via ParentSquare to 6<sup>th</sup> grade parents rather than sending the note home with students.

If parents express a desire to exclude their student from CogAT testing, the parental exclusion form on the main page of Assessment, Research & Accountability's website may be used. That parental exclusion form may be found [here](#).

Questions regarding the 6<sup>th</sup> grade CogAT may be referred to Kassidy Towery in Assessment, Research & Accountability or Rebecca Smith and Taryn Cox in Gifted & Talented.