

Sample Proficiency Test Results Letter

Below is a sample draft of a letter for Washington school districts, public charter schools, and State Tribal Education Compact schools to send to students who have tested for World Language Competency-based Credit.

This is provided in a pdf and can be converted to a document so that personal information may be easily changed. This information can also be easily tracked in the provided [District Language Proficiency Scores Spreadsheet](#). Download and create an Excel file to create a mail merge to insert desired data from a chosen spreadsheet.

Some helpful tips for the letter:

- Copy and save/print on district letterhead.
- Change/add text where necessary.
- **Yellow** highlighted areas need to have student/district information.
- **Red** highlighted areas would benefit from district website links.



September 1, 2023

Re: Language Proficiency Testing Results

Dear Max:

Please find enclosed your test results on **Assessment Name** from **Assessment Provider**. This language proficiency test was offered in the **Sample** School District (**insert district website link**) as part of [World Language Competency-based Credit \(WLCbC\)](#) testing and [Washington State Seal of Biliteracy](#) (the Seal) requirements, in coordination with [Office of Superintendent of Public Instruction \(OSPI\)](#), and the [State Board of Education \(SBE\)](#). Credit awards are aligned to the [ACTFL Proficiency Guidelines](#), which are descriptions of what language user are able to do with the language.

Custom Test Results for: **Max Mustermann**

School District : **Sample**

Language: **Bavarian**

| Date Tested | Skill Area | Score - ACTFL Proficiency Level |
|-----------------------------------|------------|---|
| 7/1/2023 | Writing | 5 - Intermediate Mid |
| 7/1/2023 | Reading | 5 - Intermediate Mid |
| 7/1/2023 | Speaking | 5 - Intermediate Mid |
| 7/1/2023 | Listening | 5 - Intermediate Mid |
| Recommended Credit Equivalency: | | 4/3/2/1 high school credit(s) |
| Qualified for Seal of Biliteracy? | | Yes, proficient for the Seal of Biliteracy No, not proficient for the Seal of Biliteracy |

Based on these results and according to **Sample's** model procedure guidelines for WLCbC (**insert link to district procedure**), these proficiency results qualify **Max** to receive **four (4)** World Language credits. **If the student earns less than the required two (2) WL credits needed for graduation, they may re-test or waive the second credit.**

Students who are recommended for four (4) WLCbC also qualify as "Proficient" for the Seal. This can be updated to "Earned" upon meeting their pathway English Language Arts (ELA) requirements and graduation.

If you have further questions or comments, please contact me at **206-555-1234** or by email at **sample.email@k12.wa.us**.

Sincerely,