**SAMPLE STUDENT LETTER**

(Date)

(Student name)

(School name)

(School district)

Dear (name of student),

Please find enclosed your test results from the (name of test)test that you completed through (name of testing company and link to testing company website). This language proficiency test was offered in the (name of school district).

**(Name of test) Test Results for:** (student name) **Student ID:** (student ID)

**(School Name, School District)** **Grade:** (grade level)

**Language:** (name of language tested)

|  |  |  |
| --- | --- | --- |
| **Date Tested** | **(Name of Test) Skill Area** | **(Name of Test) Proficiency Level** |
| (Date) | Reading | Intermediate High |
| (Date) | Writing | Intermediate Mid |
| (Date) | Listening | Advanced Low |
| (Date) | Speaking | Intermediate Mid |
|  | | |
| Recommended Credit Equivalency: | | 4high school credits |

Based on these results and according to the guidelines in the state’s model procedure for competency-based credits for world languages, which can be viewed at <http://www.k12.wa.us/WorldLanguages/CompetencyBasedCredits.aspx>, these proficiency results may qualify you to receive high school credits in World Languages. Please contact your school counselor for more information.

Sincerely,

Signature

**NAME (typed)**