

June 2010

Dear Parents,

As is our custom, we would like to update our files to include any new testing data, Individual Educational Plans (IEPs), or 504 Plans that support your daughter's need for accommodations in the classroom, during school testing, or on standardized tests. Standardized tests include ERBs, College Board exams (such as the PSAT, SAT 1, SAT subject tests, and Advanced Placement) and the ACTs. In order to meet the requirements for appropriate documentation, we must have your daughter's current (within the last three years) neuro-psychological or educational psychological evaluation on file.

We realize that some parents may hesitate to share such sensitive data, but without such documentation, we will not be able to make any accommodations to address your child's specific needs in the classroom or for testing situations. Please be assured that any information you give to us will be held in the strictest confidence, placed in a separate file, and shared only with those professionals directly involved in working with your daughter.

Since ERBs will be administered in October of freshman year, it is important that we receive any testing, IEPs or 504 Plans as soon as possible. Some of you may have already received notification from the College Board or ACT regarding your daughter's accommodations for their testing. In the event that your child's file is up for review or pending an appeal procedure, please let us know how we can help. In most cases, parents are the best advocates for their children and these college admissions testing services often respond positively when contacted by you directly.

**We would appreciate it if you would share this information with us no later than the end of August, marked to the attention of Catherine Butler, Upper School Learning Specialist.** If you are not sure what records we have on file or have any questions about this request, please do not hesitate to contact her at [c.butler@holychildrye.org](mailto:c.butler@holychildrye.org).

Thank you in advance for your cooperation in this important matter.

Sincerely,

Amber Hill  
Director of Guidance and College Counseling

cc: Catherine Butler  
Colm MacMahon