

December 1, [Year]

Dear \_\_\_\_\_:

You have been nominated by your superintendent or designee to serve on a panel of educators to consider performance standards for the [State] High School Graduation Test. This preliminary letter is to determine your interest in and availability for a three-day meeting to be held on April 24-26 in [City]. This is not an invitation to participate in standard setting. If you are selected, you will be notified well in advance of the meeting so that you will have time to prepare to participate.

If selected, you will receive training in the specific standard-setting procedure we will use. You will work with a group of other educators to review the test that will be administered this spring and consider each item in terms of how likely a “just barely proficient” student would be to answer it correctly.

Please complete the attached information form and return it to [contractor] by [deadline]. As soon as we receive your information, we will complete the selection process and notify you.

Sincerely,

Director, Assessment Division

c: Superintendent

Memo to: Standard Setting Meeting Participants  
From: Contractor Logistics Coordinator  
Date: April 5, [Year]  
Subject: Arrangements for April 24-26

Thank you once again for agreeing to serve on the standard-setting committee for **Mathematics**. Enclosed is an agenda for the three days, along with some basic information about the goals for the meeting and the tasks you will perform. We will provide a complete introduction to your tasks and continue to provide support to you throughout the meeting.

I look forward to seeing you on **April 24**. A map showing how to reach the [Hotel] is enclosed. If you requested overnight lodging, a room has been reserved for you. If you are driving in on Sunday afternoon, please note that you may not be able to check in before 3:00 p.m. If you have any further questions about this meeting or your role in it, please call me or [Contractor Staff/Phone Number].

c: Director, Testing Division

## Standard Setting Information Form

In order to make sure the educators selected to recommend performance standards are as representative as possible of the population of [State], we are asking you and all other candidates to provide some information about yourself. Please complete this form and return it to [Contractor] in the prepaid envelope. Please print or type all information.

Name \_\_\_\_\_

School \_\_\_\_\_

District \_\_\_\_\_

Years Teaching Experience \_\_\_\_\_

Subjects Certified to Teach (Circle All That Apply):

Language Arts      Mathematics      Science      Social Studies

Primary (Recent) Teaching Assignment (Circle All That Apply):

Regular Classroom      Gifted/Talented      ESL/ELL

Special Education (Specify) \_\_\_\_\_

Gender (Circle One): Female      Male

Race (Circle One):      Asian/Pacific Islander      African-American/Black      Caucasian

Hispanic      Native American/Alaskan Native      Multi-Ethnic      Other

I am interested in serving on the standard-setting committee for (Circle One):

Language Arts      Mathematics      Science      Social Studies

I am available to attend a meeting in [City] on April 24-26.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

February 15, [Year]

Dear \_\_\_\_\_:

You have been selected to serve on the **Mathematics** standard setting committee meeting in [City] on April 24-26 of this year. As you know, the task will be for you and selected educators from across the state to recommend a cut score to identify students who should receive a high school diploma. This will be a unique opportunity for you to participate in a decision that will significantly affect [State] students and is likely to have important consequences for [State] schools.

I look forward to seeing you on **Monday, April 24 at 8:30 a.m.**, when you will register and pick up the materials you will need. A housing request form is enclosed. Please complete this form and return it to me in the postage-paid envelope or fax it to me at [Fax number]. The form includes space for you to indicate any special housing or dietary needs you may have. As soon as we receive your housing request, we will make arrangements with the hotel and send you a confirmation and final instructions.

Sincerely,

Project Director

c: Superintendent  
Testing Division Director

February 15, [Year]

Dear \_\_\_\_\_:

Thank you for offering to help establish performance standards for the [State] High School Graduation Test. We have completed the selection process and regret that we will not be able to offer you a position on one of the committees.

We appreciate your interest in the Graduation Test. There will be additional activities such as item review and test review that will require the assistance of [State] educators in the coming year. We would like to keep your information on file so that we might contact you about serving on one of those committees in the future.

Sincerely,

Project Director

c: Superintendent  
Testing Division Director