**Sample Parent Cover Letter for the End-of-Course Exams**

Dear Parent/Guardian:

During the 2018–2019 school year, students enrolled in Biology 1 took the End-of-Course (EOC) Exam in the last few weeks of the course. The Biology 1 EOC Exam measures students’ mastery of the Hawai‘i Content and Performance Standards.

I encourage you to read the enclosed report closely. An Interpretive Guide that will assist you in understanding your child’s Family Report can be accessed at [alohahsap.org](https://alohahsap.org/) on the EOC Exams Resources Page for Students & Families.

You can support your child’s learning at home and school by discussing the results of this exam with him or her and asking whether he or she wants to take additional courses for this subject in the future.

If you have any questions about your child’s Family Report for this EOC Exam, please contact the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Principal