

SAMPLE LETTER FOR NOTIFYING PARENTS OF THE UP-COMING ADMINISTRATION OF NCEA ACRE



The following sample letter can be used to notify parents of the up-coming administration of NCEA ACRE. It is advisable to give parents notice prior to the administration of the instrument. It is important to make clear to them that NCEA ACRE is an assessment and that the students' responses will be kept confidential. Feel free to adapt this letter to fit your needs.

(Your Parish/School Letterhead)

To Parents of our students:

On (date) our (parish, school) will administer the National Catholic Education Association Assessment of Catechesis/Religious Education (NCEA ACRE) to students in grade (5, 8, 9, 11, 12). This assessment is designed to give us information for evaluating and planning our religious education programs. The results of NCEA ACRE will provide an overall picture of the catechetical/religious education effort of our (parish, school).

The primary use of the results of NCEA ACRE will be to study how our students as a whole responded to questions about the Church's teachings, and to gain a portrait of their personal beliefs, attitudes, practices and perceptions. The results will be used by our religious education staff to review and improve our program. Once the results have been returned to us, we will make available a summary of the report and would be pleased to discuss the results with any interested parent upon request.

Sincerely,

Adapted from ACRE Administration and Interpretation Guide 1992