Dear Parent/Guardian:

Your student is registered to take the WorkKeys® Workplace Documents assessment on (DATE).

What is WorkKeys®?
The Virginia Department of Education has approved ACT WorkKeys® assessments as substitutes for certain graduation requirements:

- The **Workplace Documents** test may be used as a substitute for the SOL EOC English: Reading Test. (Score of 4 or higher is required.)

Why is my student taking WorkKeys®?
Your student has been registered to take the test indicated above to satisfy one or more graduation requirements.

How should I prepare for the test?
Although the Workplace Documents assessment tests skills similar to those on the SOL EOC Reading test, respectively, students who are successful on WorkKeys® test manage time effectively and are familiar with business terminology. The WorkKeys® test is a timed, authentic assessment that is administered online except when the paper format is required for accommodations. Students are expected to work with teachers to prepare and practice to take full advantage of this opportunity to meet graduation requirements.

There is no charge to students for the test. Results from the online test are typically available within 48 hours, while paper tests may take 4-6 weeks to be scored. If you have any questions, please contact your student's counselor.

Sincerely,

Assessment Coach/School Test Coordinator