



COFFEE COUNTY BOARD OF EDUCATION

1343 McArthur Street

Manchester, Tennessee 37355

Telephone - 931-723-5150 Facsimile - 931-723-5153

March 1, 2023

To our parents/guardians:

The Tennessee Comprehensive Assessment Program (TCAP) covers required testing for students in grades 2-12. Each subpart of the various content tests has a time limit built into the assessment. A new feature on TCAP testing this year is the option to request additional time, up to 20% of the allotted testing time per subpart, in order for students to complete the assessment(s).

Parents/guardians may request the additional time on behalf of their student, but students can also request the additional time during the test session.

Parents/guardians will complete the form at the bottom of this letter to request the additional time. The form must be returned to the testing coordinator at their student's school by April 4, 2023. However, students will be able to request the additional time at the end of the regularly-scheduled test session with no need to complete this form.

Please contact the principal at your student's school if you have any questions.

Sincerely,

Charles Lawson, Director
Coffee County Schools

I request that my student receive the opportunity for additional time during their Spring 2023 TCAP testing sessions.

Student Name

Date

Parent/Guardian Signature