***\*\* SAMPLE LETTER TO PARENTS & STUDENTS ABOUT CERTIFICATION EXAM \*\****

***\*\* YOU WILL NEED TO UPDATE ALL RED BOLD TEXT \*\****

Parents and Students,

This year we’ve been working through the Microsoft Excel Specialist curriculum and practice exercises. This curriculum prepares students to take the [Microsoft Excel Specialist Certification](https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/Excel.aspx) exam offered by [Certiport](https://certiport.pearsonvue.com/). This certification is recognized by both colleges and employers, and represents an advanced level of skill in Microsoft Excel.

Although the curriculum and practice exercises as well as the upcoming practice tests, are part of our **Adv Accounting 2** course, taking the exam is not mandatory. This is entirely up to you. In addition, whether you take, pass or fail the exam will have no impact on your **Adv Accounting 2** class grade.

The exam is 50 minutes long and will be taken at school during our normal class period. The exam will be offered during class time on the following date:

**Thursday, May 2 - 9:00am**

The actual cost of the exam, prep software, and proctoring fee is $160. However, our district will pay $80 per student. **Students are asked to pay $80** for their exams. Checks for $80 can be made payable to “**xxxxxx**”.

If you’d like to take the exam, please do the following:

1. Complete the **Google Form linked here** by **Wednesday, May 3** to let me know if you want to take the exam.
2. Complete the [Certiport Guardian Consent Form](https://certiport.pearsonvue.com/Educator-resources/Exam-policies/201105-Certiport-Parental-Consent-Form.pdf) for exam-takers under age 18. Please bring these into me by the exam date.
3. Bring in a check for $80 to “**xxxxxx**” by Monday, April 1.

Thanks, and please let me know if you have any questions!