## VQB5 Classroom Lists: Opt-Out Parent/Family Parent Notification Template

*Please replace all information in red. Sites may also create their own similar ‘opt-out’ form to gather parent preference for supporting classroom lists completion*. *Additional details and guidance for site leaders regarding how to implement an opt-out process is available in Section 2 of the VQB5 Classroom Lists toolkit for 2024-2025.*

Dear Family,

In response to state law, Virginia has developed VQB5, the Unified Virginia Quality Birth to Five System, to measure and improve the quality of infant, toddler, and preschool classrooms. VQB5 is used in child care centers, family day homes, public school preschools, and Head Start sites. VQB5 helps families learn about different birth-to-five programs so they can choose a quality program that best meets their needs.

Our goal is to ensure all Virginia children have learning experiences that prepare them for kindergarten. Measuring the quality of these learning experiences helps strengthen programs like ours and provide important information to families.

[State law](https://law.lis.virginia.gov/vacode/22.1-289.05/) requires that the VDOE improve learning experiences for young children so more children can enter school with the foundational skills needed to be successful in kindergarten and beyond. To understand how different early learning experiences support kindergarten readiness, classroom lists of children enrolled will be entered into the secure VQB5 data portal, called LinkB5. The state will then use this information to better support early childhood programs and educators to improve experiences for children.

Federal and state laws protect how this data is used. This information will be kept private, secure, and confidential and will never be shared in a way that would identify any child.

If your family would like to opt-out of your child’s information being included in the VQB5 classroom list, please put your opt-out request in writing and submit it to me by (DATE).

Please refer to [VQB5 for Families](https://www.doe.virginia.gov/home/showpublisheddocument/55436/638544843712970000)/[Spanish](https://www.doe.virginia.gov/home/showpublisheddocument/53857/638489419718100000) for additional information. If you have any questions or concerns, please let me know.

Site Director’s Name

Contact Info