



Parent Letter Template Posted

Dear Alternate Assessment Coordinator,

In the past, the Florida Department of Education has provided districts with a sample form letter that can be personalized, put on district letterhead, and provided to parents to inform them of their child's participation in the Florida Standards Alternate Assessment–Performance Task (FSAA–PT). The form letter is provided as a Microsoft Word document and districts are free to edit the information provided to fit their needs. The 2018 Parent Letter Template is attached to this email and is also available to AACs/District staff on the FSAA Portal (<https://fsaa-training.onlinehelp.measuredprogress.org>). Alternate Assessment Coordinators should distribute the Parent Letter to appropriate personnel in their district with any necessary guidance on how the form should be completed.

Please contact the FSAA Service Center with any questions by phone at (866) 239-2149 or by email at FSAAServiceCenter@measuredprogress.org. Standard Hours for the FSAA Service Center are Monday–Friday from 8:00 a.m. to 5:00 p.m. (EST). Extended Hours will be available February 12–May 4, 2018 (Monday–Friday from 7:00 a.m. to 8:30 p.m. (EST)).