Dear Parent or Guardian,

We are writing to inform you that [STUDENT’S NAME] will participate in the [state of XX] Alternate Assessment through the Dynamic Learning Maps Alternate Assessment (DLM). DLM assessments are quite different from other assessments because they provide a common measure of academic achievement for students with significant cognitive disabilities.

In our school, DLM assessments will be given [enter your administration window e.g., January 15th – January 31st]. (Students will be administered either the field or operational tests depending on the state’s decision.) Your student will take assessments in mathematics and English Language Arts. You child does not need to prepare in any way for the assessment.

We anticipate that the assessment process will take approximately one hour of total testing time in math and about 75 minutes in ELA. All results are completely confidential (in accordance with the Confidential Information Protection provisions of Public Law 107-346).

If you would like to learn more about this exciting process and exactly what makes DLM assessments so revolutionary and important to the future of educating students with cognitive disabilities, please visit the DLM website for more information: <http://dynamiclearningmaps.org>. You may also contact me by phone or email if you have any questions.

Best Regards,

[PRINCIPAL’S NAME]

[EMAIL]

[PHONE]

[ADDITIONAL CONTACT INFO.]