Dear Parent or Guardian:

This year, (STATE’s NAME) will be using the Dynamic Learning Maps® (DLM®) alternate assessment to use for our students with the most significant cognitive disabilities. The DLM assessment provides academic standards that are used to measure academic achievement for students who are eligible for the alternate assessment.

Throughout this school year in (DISTRICT NAME), your child will be provided academic instruction in English language arts and mathematics using the (STATE’S NAME) standards, followed by periodic, short 5–15-minute testlets in each of those subjects. For our state, the fall window is [enter your test administration window dates], and the spring window is [enter your test administration window dates].

During each window, the approximate length of time for testing may vary depending on the subject, grade level, and each student’s individual needs. The materials used in administration of the testlets can be adapted to meet your child’s needs. Although the testlets must be completed during our state’s testing windows, your child will complete the testlets over the course of that window.

We anticipate that testing time will be as follows, depending on the subject and the student’s individual needs:

|  |  |  |
| --- | --- | --- |
| **Content Area Tested** | **Fall Window** | **Spring Window** |
| English language arts | 50–105 minutes | 50–105 minutes |
| Mathematics | 30–80 minutes | 30–80 minutes |

Your child’s results are completely confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107–346). Scores from the testlets will be used according to your district’s policy.

If you would like additional information about the Dynamic Learning Maps alternate assessment, please visit <http://dynamiclearningmaps.org/>. If you have questions, please contact me at [TELEPHONE NUMBER] or via e-mail [E-MAIL ADDRESS].

We are excited that our district will take part in the Dynamic Learning Maps alternate assessment this year, and we are very pleased that your child will be participating.

Sincerely,

**School Principal**