**Use the template below for My School Online students who will participate in APM via remote proctoring. Please customize this letter, as applicable, by modifying the red fields and placing the letter on school letterhead prior to sending. You may also use this language to post to your school website or distribute to parents/guardians via email.**

[DATE]

Dear Families,

The Florida Department of Education (FDOE) is providing all Florida public schools free access to a progress monitoring tool that can provide educators and families with critical information needed to support student instruction and learning. This tool is available to assist in measuring student progress in the areas of English Language Arts/Reading for grades 3-10 and Mathematics for grades 3-8 during the 2020-21 school year.

The Adaptive Progress Monitoring (APM) assessments are short, computer-adaptive tests designed to provide formative information regarding student performance that can be used to guide instruction. It is important to know that “adaptive” tests like this one may ask hard questions, that a student can’t answer. That’s OK, as no students are expected to get 100% on the tests. Students should not be helped to answer the questions, but should be encouraged to do their best.

Remote proctoring of the APM is available to students enrolled in My School Online (MSO). Through the testing platform, teachers will be able to see and talk to all of their students (as a group and individually) via their webcams/microphones/speakers for directions, announcements, and technical support. Students will not be able to see or talk to other students. Student test content will not be visible to the teacher.

Prior to testing remotely, the FDOE requires the parent/guardian’s permission to use a student’s webcam for remote proctoring. If you do not grant permission for your student’s webcam to be used for this assessment, please [insert information about how the family is to notify you and by when]. If you have any questions, please contact [School Contact] at [Number/Email], or visit <https://fsassessments.org/apm>.

Thank you,

[Principal or School Contact]