

You may use the template below to notify parents/guardians of their student's score availability for the Grades 3–10 FAST administrations. Please customize this letter, as applicable, by modifying the red fields and placing the letter on school or district letterhead prior to sending. You may also use this language to post to your school or district website or distribute to parents/guardians via email.

Dear Parent/Guardian,

The Florida Assessment of Student Thinking (FAST) is a progress monitoring tool that is administered three times per year to track your student's progress in learning the Benchmarks of Excellent Student Thinking (B.E.S.T.) Standards throughout the school year. The purpose of this letter is to inform you that your student's score and achievement level[s] for the PM[1/2/3] administration of grade [3/4/5/6/7/8/9/10] FAST ELA Reading [and Mathematics] is[are] now available on the Family Portal. You can access the Family Portal at <https://fl-familyportal.cambiumast.com/#/>. Please note that the access code required to log into the Family Portal is available on the M-DCPS Student Portal. The access code is displayed within the student information box under the student's email address. Individual Student Reports (ISR) are available on Family Portal after the testing window closes. If you would like a copy before that time, please contact your student's school.

Each progress monitoring test covers the full “test blueprint,” meaning that all content expectations for that subject and grade level are assessed. Therefore, for PM1 and PM2, your student may not yet be at grade level; however, this does not necessarily indicate that a student is not on track to succeed. These results are for informational purposes only and should be used to identify areas that may need additional instruction and support. It is important for teachers and families to understand that PM1 and PM2 score information is intended to provide baseline results; once your student participates in all administrations, you will be able to track the progress your student made throughout the school year.

For more information about student scores or the Family Portal, please visit <https://flfast.org/families.html>.

If you have any questions related to this test administration, you may contact [School Contact] at [Contact Information].

Sincerely,

[Principal's Name]