



Parents, your email script for F.A.S.T. Testing is below. Send this one week prior to F.A.S.T. testing. Make sure to customize all items in turquoise specific to your child. DO NOT accept a phone call response, as you can only prove what you have in writing. Please make sure to attach your child's most up to date IEP or 504 to the email. Happy testing!

Hi, Principal [____], [Staffing Specialist's name], [Testing Coordinator's name], [504 Coordinator's name], and [SPED Advocate's name],

I am writing to ensure that my student, [Student's name], Grade [____], will receive all required accommodations for upcoming F.A.S.T. testing.

[His/her/their IEP/504] is attached for your convenience.

The documented testing accommodations are as follows:

[List all accommodations here in bullet points]

Please reply all to confirm that all accommodations will be provided during testing.

Thank you for your support and attention to this.

Sincerely,

[Your Name]