

Adapt this letter by adding school letterhead and replacing bold or red type with school-specific information.

Dear Parent/Guardian:

We are excited about the opening of this school year and are looking forward to working with your student!

We are asking for your support on ***[insert dates LEAP 360 Diagnostics to be administered remotely]*** in administering LEAP 360 Diagnostics remotely. Remote administration allows your student to take the LEAP 360 Diagnostic from home or another location outside of the school building. This helps us identify students' areas of strengths and weakness as soon as possible and begin instruction as soon as school starts. ELA and math diagnostics are administered to students in grades 3-8. High school students who are enrolled in English I, English II, Algebra I, and Geometry courses take the corresponding LEAP 360 diagnostic assessment.

- The attached [Remote Access and Administration](#) document includes information about device setup, accessing the diagnostics remotely, student training and tutorials, and taking the test.

Webinars to support parents and answer questions will be provided on the following dates and times. Please feel free to call the school at ***[insert school number here]*** or email ***[insert school email address here]***.

LEAP 360 Remote Administration Webinar for Parents #1 <ul style="list-style-type: none"> ● Webinar Date and Time: July 21 at 7 a.m. ● Webinar Link: <i>[insert link]</i> ● Webinar Phone Number: <i>[insert phone number]</i> ● Password: <i>[insert password]</i> 	LEAP 360 Remote Administration Webinar for Parents #2 <ul style="list-style-type: none"> ● Webinar Date and Time: July 21 at 6 p.m. ● Webinar Link: <i>[insert link]</i> ● Webinar Phone Number: <i>[insert phone number]</i> ● Password: <i>[insert password]</i>
LEAP 360 Remote Administration Webinar for Parents #3 <ul style="list-style-type: none"> ● Webinar Date and Time: July 22 at 12 p.m. ● Webinar Link: <i>[insert link]</i> ● Webinar Phone Number: <i>[insert phone number]</i> ● Password: <i>[insert password]</i> 	LEAP 360 Remote Administration Webinar for Parents #4 <ul style="list-style-type: none"> ● Webinar Date and Time: July 22 at 4 p.m. ● Webinar Link: <i>[insert link]</i> ● Webinar Phone Number: <i>[insert phone number]</i> ● Password: <i>[insert password]</i>

I look forward to partnering with you for the academic success of your child!

Sincerely,

[Insert name of school principal]

Principal