Dear Special Educator/Classroom Teacher:

You are being asked to complete a First Contact Survey for each of your students that take any of the MI-Access alternate assessments (Functional Independence, Supported Independence, and Participation). It is our hope that **every student in the district who participates in the MI-Access alternate assessments will have the First Contact Survey data on file with the Dynamic Learning Maps (DLM) consortia.** These data are critical to ensure that the Dynamic Learning Maps alternate assessments are designed to meet the needs of the students currently taking alternate assessments.

What is the First Contact Survey?

- The First Contact Survey is an online survey tool designed to inform the assessment system about students who participate in alternate assessments (MI-Access).
- The First Contact Survey will help test developers and the DLM assessment team develop and present the appropriate items to each individual student.
- The First Contact Survey collects information on the student characteristics and educational and communication needs of students participating in alternate assessments (MI-Access).

What do I need to know about First Contact?

- Should take less than 15 minutes to complete for each student.
- Is online and easy to access.
- Can be completed at your convenience – it is available 24/7.
- Asks questions about the student that you either know from your experience with the student or have the information easily accessible within your classroom. You will have an opportunity to review, verify and include additional information prior to administration of the DLM alternate assessment when available.
- Use **the student's** unique identifier number for question #1

What if I am unable to complete the survey?

- If you are unable to complete the survey, you should notify your local district supervisor immediately so that another individual can be assigned to complete the survey.
- Every student that took or will take a MI-Access alternate assessment this year needs to have a completed First Contact Survey.

How long do I have to complete the survey?

- **All surveys must be completed prior to March 1, 2013.**

Where do I get the link?

Click the following link to be taken directly to the survey:

https://kansasedu.qualtrics.com/SE/?SID=SV_9HoWI1IpPaI8adT

Thank you in advance for your participation in this valuable component of the forthcoming alternate assessment. If you have any questions, please contact Dr. Joanne Winkelman, winkelmanj@michigan.gov or 517-335-0457.

For more information about the Dynamic Learning Maps project, please visit the website at: www.dynamiclearningmaps.org