To: Principals of Public and Independent Schools

Re: 2021/22 Foundation Skills Assessment

The 2021/22 FSA will be administered to all Grades 4 and 7 students enrolled in B.C. public and independent schools, including distributed learning programs.

If your school has Grade 4 or Grade 7 students who will require large print format or Braille in the upcoming school year (2021/22), please complete and return by **June 30, 2021**, the special materials request form included below. You should only request a Large Print version for a student with a visual impairment if the adaptation of Large Print is used on a regular basis for in-class assessments as documented on the student's IEP. If you require further information, contact Denise Philadelphia, Ministry of Education, at denise.philadelphia@gov.bc.ca or telephone 778-679-6508.

SPECIAL MATERIALS REQUEST FORM: Complete and return this form to the Ministry of Education – Attention: Denise Philadelphia by **June 30, 2021** via email (if you have access to a scanner): EDUC.Fsascore@gov.bc.ca or Fax: 250-356-8334.

Note: If adjustments such as adding or removing students need to be made after you submit this form on or before June 30, 2021, please send any additions or cancellations by **September 7, 2021**.

1. School Name	2. School Ministry Code (8-digit code)

3. Student's Legal Surname	4. Student's Legal Given Name	5. Student's Legal Middle Name(s)

6. Personal Education Number (9-digit number)	7. Grade

8. Is the student enrolled in the Programme francophone?
Check one: Yes ☐ No ☐ (Note: If "yes" is checked, a French booklet will be supplied.)

9. Please check only **ONE** choice below.

UEB BRAILLE VERSION ONLY ☐	For a student provided a Braille question booklet, the school assumes responsibility for transcribing braille written responses into print, and for listing on paper the student's choices made in response to online questions. All such responses must be correctly identified by the appropriate question numbers. If the student has written responses on a computer independent of the electronic-format FSA system, the school is responsible for ensuring each written answer and online question's response is identified with the appropriate question number on the printout.
LARGE PRINT VERSION (18 pt. only) ☐	For a student provided with a Large Print student response booklet, the student may enter written responses directly in their regular printed response booklet, and respond to online questions online in the FSA system (with on-screen font size enlargement possible), or the school may assign a scribe to transfer the student's written responses to the regular printed student response booklet and input the student's online responses in the online FSA system.The school will ensure the student's work is marked and results reported following instructions provided by the Ministry of Education. All printed test materials containing the student's responses must be identified with the correct Personal Education Number.
DUAL MEDIA - UEB BRAILLE VERSION AND LARGE PRINT VERSION (18 pt. only) ☐	Intended for students using both print and braille. A fully contracted UEB version of the print content of the FSA is provided along with an enlarged print supplement of all graphics and diagrams (tactile graphics are not provided - see UEB Braille version). If the student notes their responses in braille, the school assumes responsibility for transcribing braille written responses into print, per UEB Braille Version instructions listed above. If the student notes their responses in print, the school will follow the same procedure as outlined for the Large Print version (see above). **Please note: Braille component of Dual Media Version is only available in fully contracted UEB.**

Signature of Principal:

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