**Notification of Remote Administration**

[Date]

Dear Parent or Guardian,

Your child was selected to receive the Terrace Metrics resiliency/risk assessment while they are at home. The assessment will be administered by a school proctor, who will remain online while your child completes it.

Your child is scheduled to complete the assessment on \_\_\_\_\_\_, at \_\_\_\_\_\_.

***Here are the steps to follow prior to, during, and after the assessment:***

1. Please have your child access [the school’s student information system, i.e., Schoology, Infinite Campus, etc.] approximately 10 minutes prior to the time listed above. The assigned proctor will be in the room at the time.

2. If possible, we encourage you to be visually present with your child. You are free to leave the room while your child completes the assessment. You can remain in the room with your child, but please do not sit next to your child or be within 10 feet of the computer. Further, please do not speak with your child or answer any questions they may have while they are completing the assessment. The proctor will clarify any questions they may have.

4. The proctor will then send the assessment link to your child via their email, or they will have your child enter a specialized code to access the assessment. Then, the proctor will provide specific instructions, after which your child will respond to the items. As a reminder, this assessment takes an average of 10-15 minutes to complete.

5. Your child’s results are scored immediately and are monitored by school counselors and administrators. You will be contacted by email or phone if your child endorses being at risk for severe depression.

Should you have any questions, please see that information in the consent form or contact us at \_\_\_\_\_\_\_\_.

Sincerely,

[Signature]