

PARENTS NOTIFICATION LETTER - ENGLISH LEARNERS

**This letter should be sent to parents/guardians of identified English Learners not later than 30 days after the beginning of the school year, or during the first 2 weeks of the child's placement in a language instruction educational program.*

[LEA Letterhead]

Date:

Dear Mrs./Mr. _____,

[DISTRICT] Public Schools wishes to inform the parent(s)/guardian(s) of [STUDENT NAME] that your student has been identified for participation in our district's English Learner (EL) program.

Your student participated in EL placement testing after review of their Home Language Survey and/or after teacher recommendation indicated they should be assessed for EL status. Upon review of their EL placement testing scores, your student was awarded EL status and will receive special services to help them in learning the English language.

The attached English Learner Academic Plan (ELAP) outlines the following information:

- *Your student's current level of English proficiency*
- *The services your student will receive as an identified EL*
- *The language learning targets your student will be working toward over the coming year*
- *The expected amount of time it will take for your student to exit EL status based on their current level of English proficiency*

To exit EL status, your student must score as English proficient on the state English Language Proficiency Assessment. Your student will continue to receive EL services until this score has been reached.

As parent or guardian, you have the right to have your student immediately removed from our EL program, but please understand that removing your student from the program will not remove their EL status. Students identified as EL will remain so until they score English proficient on the yearly English Language Proficiency Assessment.

In the most recent school year, **INSERT ADJUSTED 4-YEAR GRADUATION RATE** percent of our high school English learner students graduated in four years and **INSERT ADJUSTED 5-YEAR GRADUATION RATE** percent of these students graduated within one additional year.

[DISTRICT] Schools welcomes any questions or concerns you may have about this letter. Please feel free to contact [DISTRICT/SITE STAFF] at [PHONE NUMBER] at your convenience.

Sincerely,

School Principal