



# Sample Notification to Opt a Child Back into English Learner Programs or Services

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The following tool provides one example of a form that local education agencies (LEAs) could use to provide documentation when parents decide to opt their children back into English learner (EL) programs or particular EL services. This form would only be used if/when a parent revisited his or her initial decision to opt their child out of EL programs or particular EL services. The form would need to be provided in a language that the parent understands. The National Clearinghouse for English Language Acquisition does not guarantee the timeliness or completeness of material included. Schools and LEAs should check their state education agency's (SEA's) policies and federal guidance to ensure compliance.

[SCHOOL NAME, ADDRESS, CONTACT INFORMATION]

Date:

Dear Parent:

On \_\_\_\_\_ (*insert date of Notice to Opt-Out*), you notified us of your desire to decline the English Learner (EL) program or particular EL services proposed for your child \_\_\_\_\_ (*insert name*).

We understand that you have revisited your previous decision and would now like to accept the EL program or particular EL services proposed for your child. EL services are specifically designed to help your child obtain English language proficiency as well as acquire grade-level academic content. We believe these services will be a tremendous benefit to your child.

Please indicate below the EL program or particular EL services you would like your child to participate in. We will keep this form on file indicating that you have revisited your previous decision and do indeed want EL services for your child.

I, \_\_\_\_\_ (*insert name of parent*), wish to

- opt my child back into **all** of the EL programs and services offered to my child.
- opt my child back into **some** of the EL programs or particular EL services offered to my child.

I wish to accept (*List program/services*)

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Parent's Signature

Child's Name

Date



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