



Sample Parent Notification Letter for a Child's Placement in English Learner Programs and Services

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The following tool provides one example of a parent notification letter that local education agencies (LEAs) could use to notify parents of their children's English learner (EL) status and their right to opt their children out of EL programs or particular EL services. The tool is based on forms currently used by state education agencies (SEAs) and LEAs. The form would need to be provided in a language that the parents understand. The National Clearinghouse for English Language Acquisition does not guarantee the timeliness or completeness of material included. Schools and LEAs should check their SEA's policies and federal guidance to ensure compliance.

[SCHOOL NAME, ADDRESS, CONTACT INFORMATION]

Date:

Dear Parent,

When you enrolled your child in school this year, you noted on the home language survey that he or she may use a language other than English. Based on this response, the law requires us to test your child's English language proficiency to determine if s/he is legally entitled to English Learner (EL) support services. We used this test to determine the best educational program placement for your child. We are required to inform you of the test results, our program recommendation, and all of the placement options available for your child. That information appears below, along with information our school district uses to determine when a student is ready to exit the EL program.

Based on your child's test results, your child qualifies for EL support services. Additional English language instruction is instrumental in increasing a student's English language proficiency and ability to acquire grade-level academic content. We highly recommend that your child participate in and receive the benefits from an EL program.

1. Your child's English language assessment scores for this school year are as follows:

Area	Level/Score
Listening	
Speaking	
Reading	
Writing	
Overall	

2. Your child's EL programs and services will entail the following types of instruction:

Insert available EL programs and services here

3. The overall goal of the EL program is for students to become fully proficient in English and to master state standards for academic achievement as rapidly as possible. The exit criteria are as follows:

Insert exit criteria here

4. If your child has an Individualized Education Program (IEP), the EL program will assist in meeting the IEP goals in the following ways:

Insert description here

As mentioned, we highly recommend that your child participate in and receive the benefits from this program; however, you have the right to decline your child's participation in or 'opt your child out' of the EL program or particular EL services. Please telephone the school at [*Insert telephone number*] or contact your child's teacher if you would like to schedule a parent conference to discuss your child's options for program placement and/or if you wish to opt your child out of the EL program or particular EL services within the EL program.

Sincerely,



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