### **Sample Annual Parent Notification**

### This is a sample letter for districts and charter schools to notify parents and/or legal guardians about a student’s continued participation in an English Learner Program and/or Language Support Services.

[SCHOOL NAME, ADDRESS, CONTACT INFORMATION]

Date:

Dear Parent or Guardian,

This letter is to inform you that [insert student name] will continue to qualify for receiving English language development instruction to increase their English language proficiency and ability to acquire grade-level academic content. We highly recommend that your child participate in and receive the benefits of an EL program and/or language support services.

1. Your child’s English language proficiency assessment scores from last spring are as follows:

|  |  |
| --- | --- |
| **Domain** | **Proficiency Level/Score** |
| Listening |  |
| Speaking |  |
| Reading |  |
| Writing |  |
| Overall Composite Score |  |

2. Your child’s EL program and/or language support services will entail the following types of instruction: [insert available EL programs and/or language support services here]

3. The overall goal of the EL program and/or language support services is for students to become fully proficient in English and to meet grade-level state academic achievement standards. In New Mexico, a student who has an overall score of 4.7 or higher on the annual ACCESS for ELLs© assessment is considered English language proficient.

4. If your child has an Individualized Education Program (IEP), the EL program and/or language support services will assist in meeting the IEP goals in the following ways: [Insert description here]

5. The English language proficiency rate for the prior school year was [insert exit rate] and the average expected time for students to reach proficiency is [insert years].

6. The four-year graduation rate of EL students in the district/charter school for the prior school year was [insert rate] and the extended-year graduation rate of EL students for the prior school year was [insert rate]. At your child’s current high school [insert high school name] within the district the four-year graduation rate of EL students for the prior school year was [insert rate] and the extended-year graduation rate of EL students for the prior school year was [insert rate].

As mentioned, we highly recommend that your child continue participating in and receiving the benefits of the EL program and/or language support services. However, you have the right to decline your child’s participation in — opt your child out of — the EL program or language support services. Please contact the school at [Insert telephone number] or contact your child’s teacher if you would like to schedule a parent conference to discuss options for your child or if you wish to opt your child out of the EL program or language support services.

Sincerely,

DISTRICT/SCHOOL OFFICIAL

**Translating this information into the family’s home language is required for meaningful communication with all parents. When written translation is not provided, an oral interpretation should be provided, where appropriate.**