### **Sample Initial Parent Notification**

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

[SCHOOL NAME, ADDRESS, CONTACT INFORMATION]

Date:

Dear Parent or Guardian,

When you enrolled your child in school this year, you noted on the Language Usage Survey (LUS) that your child understands/speaks a language other than English. Based on the responses, the law requires us to assess the English language proficiency of your child to determine if he/she is legally entitled to English language support services. We used the English language proficiency screener [insert WIDA Screener for Kindergarten or WIDA Screener Online for grades 1-12] results to determine if your child is eligible for an English learner (EL) program and/or language support services. We are required to inform you of the screener results and service options available for your child. That information appears below.

Based on your child’s [insert name of English language proficiency screener used] results, your child qualifies for an EL program and/or language support service. English language development 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 of an EL program and/or language support services.

1. a. Your child’s English language proficiency screening assessment and proficiency level scores are as follows:

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

1.b. The status of your child’s academic achievement is as follows: [Insert academic achievement information here if available]

2. Your child’s EL program and/or language support service will entail the following types of instruction: [Insert available EL programs and/or language support services and description of how the programs/services will meet the educational strengths of the student].

3. The overall goal of the EL program and/or language support service is for students to become fully proficient in English and to meet grade-level state academic achievement standards. In New Mexico a student who obtains 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 participate in and receive 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.**