

SAMPLE PARENTAL NOTIFICATION**PLACEMENT IN A LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM**

Dear Parent/Guardian:

Your child (insert child's name) has been identified as a "limited English proficient/English language learner" student in need of help to learn English and placement in a (insert name of program). We have determined (insert child's name) eligibility, and placed (him or her) in such a program based on (insert reasons).

(Child's name) is performing at (insert status of child's academic achievement). We have determined (his or her) level of English proficiency at (insert level) based on (insert how the district assessed that level).

We believe that placement in a (insert name of English instruction program) will help (insert child's name) both to learn English and increase his level of academic performance. Attached is a series of questions and answers we hope will help you better understand the program in which we have placed (insert child's name) and the benefits of that program.

The district will hold regular meetings at least twice a year for parents/guardians of English learners and we encourage you to attend. At those meetings, we will provide you with information that will help you to better understand the goals of your child's program, and assist you in ways to help (insert child's name). In between meetings we are always ready to listen and respond to any questions and recommendations you might have.

However, you should know that you have the right to:

1. request that (insert child's name) be immediately removed from the instructional bilingual program;
2. decline (insert child's name) participation in the instructional bilingual program or choose another available program or method of instruction, and
3. request assistance in selecting from among the various programs and methods of instruction available.

Specifically, you have the right to withdraw your child from participation in an instructional bilingual education program provided that you first meet with us to discuss the nature, purpose and educational value of the program. At a minimum, however, (insert child's name) must participate in a free-standing English as a second language program.

Also, if the school does not offer a bilingual education program, you have the option of transferring (insert child's name) to a school within the district which offers a bilingual education program. If you choose not to exercise this transfer option, then (insert child's name) shall be required to participate in a free-standing English as a second language program.

Whatever your decision, we encourage you to help (insert child's name) attain English proficiency and high academic achievement levels. Some ways in which you can do this include: (insert some examples).

If you have any questions about this notice or the attached information, please contact (insert the name of the Building Principal or the program's coordinator). All of us in the district look forward to working with you to help (insert child's name) improve (his or her) English and overall academic skills.

Sincerely,

Building Principal

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## **Questions and Answers About Your Child's English Instruction Educational Program**

1. What methods of instruction will be used in my child's program?
2. Does the district offer any other programs for English language learners?
3. How do these other programs differ from the one offered my child in terms of methods of instruction, content, instructional goals and the use of English and a native language in instruction?
4. On what basis did the district select my child's program as opposed to another one?
5. How will my child's program specifically help (him or her) learn English and meet age appropriate academic achievement standards for grade promotion and graduation?
6. My child is classified as a student with a disability. How will my child's English learning program meet the objectives set out in (his or her) individualized education program?

Adoption Date: February 6, 2012