Parent Notification of Student Placement
English Language Development Program

Child’s Name: _______________________________ Date: _______________________________

School: _______________________________ School District: _______________________________

Enrollment Status: _____ New to the program _____ Continuing in the program

Dear Parent or Guardian,

I am pleased to inform you that your child will receive additional support through an English language development program for the INSERT YEAR school year.

The district determined that your child requires this support through test results. Your child’s proficiency in English measured at the Emerging Level: ___ / the Progressing Level: ___ on the English Language Proficiency Assessment for the 21st Century (ELPA21).

The purpose of the program is to provide additional support for students not yet proficient in speaking, listening, reading, and writing in English. The program will assist your child to meet age appropriate academic achievement standards for grade promotion and graduation.

Students remain eligible for the English language development program until they reach the Proficient level on the English Language Proficiency Assessment for the 21st Century (ELPA21). Most students successfully exit the program within INSERT NUMBER years. When exited from the program, your child’s performance will continue to be monitored to determine if additional academic support is needed. In INSERT SCHOOL YEAR, INSERT ADJUSTED 5-YEAR GRADUATION RATE% of high school students who were still eligible for the English language development program graduated either on-time or within one additional year.

If your child has a disability, the English language development program will coordinate with appropriate staff to meet the objectives of your child’s Individualized Education or 504 Plan.

I strongly encourage your child’s participation in the English language development program and invite you to learn more about the benefits of the program. However, you have the right to remove your child from the language instruction program at any time.

Please visit our school to discuss your child’s progress in English language development and academic achievement. Contact INSERT NAME at INSERT PHONE NUMBER if you wish to set up an appointment.
Your child is enrolled in the following English language development program(s):

____ Dual Language Program
____ Developmental Bilingual Education (late exit)
____ Transitional Bilingual Education (early exit)
____ Sheltered Instruction
____ Newcomer Program

The school district has the following English language development program(s):

____ Dual Language Program: Dual language programs provide integrated language and academic instruction for both native English speakers and native speakers of another language with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding (Christian, 1994).

____ Developmental Bilingual Education (Late-Exit): Developmental Bilingual Education (DBE), also referred to as late-exit bilingual education (Ramirez, 1992), educates English language learners using both English and their first language. DBE programs aim to promote high levels of academic achievement in all curricular areas and full academic language proficiency in the students' first and second languages.

____ Transitional Bilingual Education (Early-Exit): Transitional Bilingual Education (TBE), also known as early-exit bilingual education (Ramirez, 1992), provides academic instruction in the student’s primary language as they learn English.

____ Sheltered Instruction or Content-Based Instruction: Sheltered Instruction and Content-Based Instruction are approaches for teaching English language learners (ELLs) using specific strategies to make academic subjects comprehensible and accessible while promoting the students' English language development. In Washington State, students who receive pull-out or push-in ESL are included in this group.

____ Newcomer Program: Newcomer programs help students to acquire beginning English language skills along with core academic skills and knowledge and to acculturate to the U.S. school system.

Sincerely,

INSERT NAME