Date: INSERT DATE

To the Parents of: INSERT STUDENT’S NAME

Congratulations! INSERT STUDENT’S NAME has reached the Proficient level on the English Language Proficiency Assessment for the 21st Century (ELPA21), which measures students’ ability to read, write, speak and listen in English. With this score, your child will no longer require English language development services at school.

We are very proud of your child’s achievement. For the next two years, your child will qualify for additional support in academic content areas if your child needs help.

You can visit our school to discuss your child’s academic achievement. Contact INSERT NAME at INSERT PHONE NUMBER if you wish to set up an appointment.

Sincerely,

INSERT NAME