

LIMITED ENGLISH PROFICIENCY PROGRAMS  
PARENT NOTIFICATION FORMS

Dear Parent/Guardian:

Your child, \_\_\_\_\_, has been identified as needing help to learn English. We have placed him/her in a \_\_\_\_\_ program to help improve his/her English skills. He/she has been identified as a "Limited English Proficient/English Language Learner" (LEP/ELL) student, and in need of help to learn English, because: \_\_\_\_\_

Specifically, your child has the following levels of English language skills: \_\_\_\_\_

We determined those levels in the following ways: \_\_\_\_\_

The status of your child's academic achievement is: \_\_\_\_\_

Please see the attached pages for more specific information on the program we have chosen to improve your child's English skills.

(If applicable: The district offers another program of English instruction. The attached pages explain how the other program is different from your child's program. If this other program is available, you have the right to request that your child be removed from his/her current program immediately and be placed in the other one. If you want to do this, we will assist you in selecting a program for your child.)

We encourage you to become involved in your child's education. You can help him/her to learn English, achieve in his/her other academic classes, and meet the same standards that all students are expected to meet.

The district will hold regular meetings at least twice a year for parents/guardians of English learners, which we encourage you to attend. At those meetings, we will help you understand the goals of your child's program, and assist you in ways to help your child. We are always ready to listen and respond to any questions and recommendations.

Please read the attached pages carefully. If you have any questions about your child's program or if you would like to change your child's program, we would like you to speak with \_\_\_\_\_.

All of us in the district are excited about improving your child's English and overall academic skills.

Sincerely,

\_\_\_\_\_  
Building Principal

(Attach other pages as appropriate)

The following is a sample notification to parents of Limited English Proficient (LEP) students in a question-and-answer format. It is intended to be used in conjunction with a letter similar to the one on the previous page. Questions 5, 6, and 7 should be included only if the district offers more than one (1) LEP program. Question 8 should be included only if the student has an Individualized Education Program (IEP).

**Q1. What is my child's \_\_\_\_\_ program designed to do?**  
(name of program)

A1. This program is designed to help him/her learn English by \_\_\_\_\_  
(describe)  
\_\_\_\_\_. It will meet your child's educational strengths and needs by \_\_\_\_\_  
(describe)  
\_\_\_\_\_. It will help your child to be promoted and reach graduation by \_\_\_\_\_  
(describe)

**Q2. What results can I expect from my child in this program?**

A2. By the time your child finished this program, we expect that he/she will be able to do the following: \_\_\_\_\_  
\_\_\_\_\_.  
(describe exit requirements, including "Go from this program into a regular classroom at the following rate: (describe rate)" and for secondary school students, "Graduate from high school at the following rate: (describe rate)."

**Q3. What methods will this program use to help my child improve his/her English language skills?**

A3. Your child's program will use the following methods of instruction: \_\_\_\_\_  
(describe)  
\_\_\_\_\_

**Q4. Does the district offer other programs for English learners different from my child's?**

A4. Either "No, we do not." or "Yes, we also offer a \_\_\_\_\_."  
(name of other program offered)

**Q5. How is this other program different from my child's program?**

A5. The \_\_\_\_\_ is different from your child's program in:  
(name of other program)  
Content: \_\_\_\_\_  
Instructional Goals: \_\_\_\_\_  
Use of English: \_\_\_\_\_  
Native Language Instruction: \_\_\_\_\_

**Q6. Why was my child placed in this program and not a different program?**

A6. We have placed your child in this specific program because \_\_\_\_\_  
\_\_\_\_\_

**Q7. Can I have my child placed in the other program? How?**

A7. (Note: These are applicable only if available in your school.)  
Choose one (1): (Instead of the Bilingual Education Program, you can request your child be placed in the Free-Standing English as a Second Language Program) or (Instead of the Free-Standing English as a Second Language Program, you can request your child be placed in the Bilingual Education Program, if it is available in your child's school or offered in a different school in the district.) If you make this request, your child will be removed immediately from the current program. You must then come to your child's school and meet with the principal to discuss the options.

**Q8. My child has a disability and has an Individualized Education Program (IEP). How will this English Language program meet his/her special objectives?**

A8. To meet your child's IEP objectives, this English Language instruction program

will: \_\_\_\_\_

\_\_\_\_\_.

Adoption date: