Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent or Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We are committed to providing instructional and enrichment supports that English Learners (ELs) need to be successful in their classes. The supports provided will help your child master grade appropriate standards and meet graduation requirements by

* placing your child in an age appropriate grade;
* focusing on academic language;
* teaching the language, skills and knowledge needed to participate in grade level instruction; and
* giving your child access to content and content assessments with appropriate support.

Scores from the **English Language Proficiency Test (ELPT)** or the **English Language Proficiency Screener (ELPS**) indicate that your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is at the \_\_\_\_\_\_\_\_\_\_\_\_level of English proficiency and would benefit from additional English language supports and/or instruction.

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| **Proficiency Determination** | **Definition** |
| **Emerging** | Students are Emerging when they have not yet attained a level of English language skill necessary to produce, interpret, and collaborate on grade-level content-related academic tasks in English. Students scoring Emerging are eligible for ongoing program support. |
| **Progressing** | Students are Progressing when, with support, they approach a level of English language skill necessary to produce, interpret, and collaborate, on grade-level content-related academic tasks in English. Students scoring Progressing are eligible for ongoing program support. |
| **Proficient** | Students are proficient when they attain a level of English language skills necessary to independently produce, interpret, collaborate on, and succeed in grade-level content-related academic tasks in English. Once proficient on ELPT, students can be considered for reclassification.  |

If your child has been identified with a disability, the English Learner program will meet the language objectives of the individualized education program of the child.

The student will participate in the ELPT yearly until meeting the requirements to exit. In order to exit from an EL Program, your child will have to achieve an overall determination of Proficient on the ELPT.

You have the right to decline to have your child enrolled in the English language instruction program. However, your child will continue to receive language support services in their content classes. If you choose to decline, please notify the school. Declining services does not exempt your child from taking the ELPT. They will continue to be identified as EL and take the ELPT until they meet the above described exit criteria.

Sincerely,

EL Specialist