

**Instruction**

**Exhibit - Notice to Parents of Students Identified as Limited English Proficient**

*On District letterhead*

Date

Re: Notice to Parents of Students Identified as Limited English Proficient

Dear Parents:

This letter contains important information regarding your child's education.

Your child, \_\_\_\_\_, has been identified as needing additional instruction to achieve English proficiency. Our goal is to ensure that your child will learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation. We anticipate that our child will transition from this course of study by: \_\_\_\_ (insert time line) \_\_\_\_\_.

Please contact the individual listed at the bottom of this letter if you need assistance reading this letter or if you have any questions.

Your Child's Current Academic Achievement: *(describe GPA, standardized test scores, reading level, etc.)*

Level of English Proficiency Identified:

Reasons for identification:

Assessment instruments and methods used for identification:

District's Method(s) of English Language Instruction: *(list and explain the method(s) used in the District and if more than one is used, how they compare with each other with regard to their content, instructional goals, and the use of English and a native language in instruction)*

English Language Instruction Method(s) Selected for Your Child:

Method Objectives:

This method will meet the educational strengths and need of your child by:

This method will help your child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation by:

If your child has a disability, this method will assist your child in meeting his or her individualized educational program objectives by: *(list objectives and ways in which the program will assist in meeting them)*

Criteria for Transfer From the District’s English Language Instructional Education Program into Classrooms That Are Not Specifically for Limited English Proficient Students: *(state exit criteria such as test scores, reading level, verbal ability, etc.)*

The expected rate of transition from the District’s language instruction educational program into classrooms that are not specifically for limited English proficient students is:

The expected high school graduation rate for students transferred from the District’s language instructional education program is: *[High School or Unit Districts only]*

Parental Rights:

Please be aware that as parents/guardians you have the following rights:

1. You have the right to remove your child from the program.
2. If the District offers more than one program or method, you have the right to choose among the various programs or methods.
3. You have the right to assistance by a District representative to help you select among various programs and methods of instructions, if the District offers more than one program or method.

If you would like additional information on how to exercise these rights, or if you have questions or require assistance, please contact:

\_\_\_\_\_  
*(Name, building location and other contact information)*

Sincerely,

Superintendent