

<INSERT DISTRICT OR SCHOOL INFORMATION & LOGO>

Initial Eligibility for Supplemental Language Support

SAMPLE PARENT NOTIFICATION LETTER: This letter is offered by the New Hampshire Department of Education as a form of Technical Assistance to the Local Educational Agencies (LEAs) we support. LEAs may choose to customize this letter to align with local programming. We strongly recommend that LEAs: date the letter, obtain signatures, and retain a signed copy in the student’s cumulative file.

This sample includes the minimum standards required under *ESEA* §1112(e)(3) and (e)(4), 20 USC 6312 (2015) to meet compliance requirements for parent notification. The parent notification letter must be provided annually to the parents of all EL students within 30 calendar days at the beginning of the school year or within 14 calendar days after the beginning of the school year.

Name of Student: _____ Date: _____

(mm/dd/yyyy)

School: _____ Grade: _____

Dear Parent or Guardian:

This is an annual notice we are required to provide you. It is to notify you that your child continues to be identified as an English learner or “EL student” and is eligible to receive supplemental English language instruction. Once a year, in February and March, all EL students take an English language proficiency (ELP) test to ensure they are making adequate progress toward developing English proficiency. The ELP assessment used in New Hampshire is the WIDA ACCESS test or the WIDA Alternate ACCESS for students with significant cognitive disabilities. You should have received a copy of your child’s ACCESS test results at the end of the school year. If you did not receive your child’s test results, you can request a copy from the school.

As you know, language development is an on-going process. In NH, we expect most EL students to reach proficiency within 5 years. This timeline could vary for some students who may have experienced trauma, interruptions in their education, or for students who are older when they first arrive in the U.S. Students reach “proficiency” and exit EL status when they obtain an overall composite score of 4.5 or higher on the WIDA ACCESS test or a P2 on the Alternate ACCESS test.

Based on your child’s last ELP test results, **your child is still eligible for language support services.** As a parent/guardian, your input is critical in the decision-making process. You have the legal right to choose an EL program among those offered by the school or district or to decline those services. Below you will find an overview of the EL programs available to your student this year.

English Language Development: Direct English language instruction focused on developing academic vocabulary. Instruction may happen within the classroom as “push-in” support or students may be “pulled out” of the classroom for small group or 1:1 instruction that targets specific language goals.

Content Classes with Integrated EL: The EL and classroom teachers collaborate to use academic content as a means to support language development within the classroom.

Structured English Immersion or Newcomer Program (SEI): Programs designed to meet the academic and transitional needs of newly arrived immigrants or for Students with Limited or Interrupted Formal Education (SLIFE). Typically, students attend these self-contained programs before they enter other types of EL programs. Often build foundational skills in content areas, as well as instruction to familiarize newcomers with American culture and educational settings.

Transitional Bilingual: Program where content instruction is initially provided in English and the heritage language of the student. Bilingual programs are permitted with prior approval from the NH State Board of Education.

Dual Language: A bilingual instructional program with goal to support students as they develop language proficiency in two languages. Students receive instruction in English and another language in a classroom that is usually half primary-English speakers and half primary speakers of the other target language. Bilingual programs are permitted with prior approval from the NH State Board of Education.

Our team proposes to support your child’s English development with the LIEP or EL program indicated below. Program placement may change based on your child’s progress. The school will notify you of any changes.

EL Program in District	Proposed Placement	
<input type="checkbox"/>	<input type="checkbox"/>	English Language Development <input type="checkbox"/> Pull-out <input type="checkbox"/> Push-In <input type="checkbox"/> Combo
<input type="checkbox"/>	<input type="checkbox"/>	Content Classes with Integrated EL Support
<input type="checkbox"/>	<input type="checkbox"/>	Structured English Immersion or Newcomer
<input type="checkbox"/>	<input type="checkbox"/>	Transitional Bilingual
<input type="checkbox"/>	<input type="checkbox"/>	Dual Language
	<input type="checkbox"/>	Other:

Please note, federal law requires ALL EL students take the annual English language proficiency assessment until they reach proficiency, even those who decline services.

Parent or Guardian: Please complete this section and return the entire form to your child’s school. A final copy will be kept on file at the school and a copy will be sent home for your records too.

Please initial:

	I am aware of my child’s English language proficiency scores and understand why my child was recommended for additional language instruction.
	I am familiar with the EL programs the school has available.
	I understand that my child will still be required to take the annual English proficiency assessment (i.e., the “ACCESS” test), even if I decline EL services.
	I understand that I can change my decision at any point in the school year.
	This information has been presented to me in a language I fully understand.

Yes, I want my child to participate in the EL program indicated above for the _____ school year.

No, I do not want my child to participate in the English learner program for the _____ school year.

Name of Parent or Guardian: _____ Signature: _____

Phone: _____ Email: _____

Please contact the teacher below, if you have any questions.

<INSERT CONTACT INFORMATION>