

<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 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)

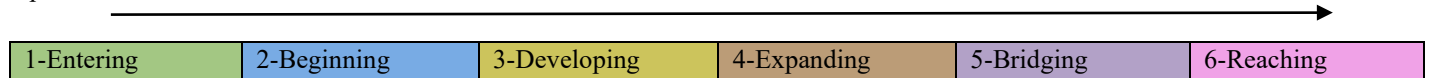
School: _____ Grade: _____

Dear Parent or Guardian:

When you registered your child for school you were asked to complete a Home Language Survey form. On that form you indicated that a language other than English is spoken in your home. Based on this information, the school gave your child a test to measure academic English Language Proficiency (ELP). The purpose of the test is to determine an ELP level for multilingual students to ensure that language is not a barrier in accessing grade-level academic content.

The ELP assessment used in New Hampshire is the WIDA Screener. As you know, language development is an on-going process for all. The ELP Screener measures where your child is in the English language development process.

Your child earned an overall composite score of _____ on a scale of 1-6. You can find more details on the attached score report.



In New Hampshire, any child who obtains an overall composite score of **4.4 or below** is identified as an “English learner” (EL). Federal law requires public schools to offer a supplemental Language Instruction Educational Program (LIEP) or “EL program” for all eligible English learners. Based on your child’s ELP test results, **your child is NOT eligible for these services.**

Please keep this letter for your records. In the future, if you notice your child is struggling in school and you think language may be a factor, please reach out to the school for support. If you have any questions, please contact the teacher listed below.

<INSERT CONTACT INFORMATION>