

Notification of Bilingual/ESL Program Placement
Sample Letter

_____ **Initial Placement**

_____ **Continuing Placement**

Name of Student: _____

Date: _____

District: _____

School: _____

Dear Parent(s) or Guardian:

Based on your child's English proficiency test scores, level of academic achievement, and teacher recommendation, we are pleased to inform you that your child will receive instruction in our district's _____ program. The goal of the district's _____ program is to help your child learn English and meet age-appropriate academic standards. Although you may request to have your child removed from the _____ program, students normally participate for a period of _____ years. Multiple criteria are used in making determinations regarding when a student no longer needs program services. These criteria include:

If your child has an Individualized Education Program (IEP), improvement in his/her ability to speak, read, and write in English will help meet the objectives of their IEP.

Your child's level of English was measured using the following test: _____

Level of English Proficiency: _____

Your child's level of academic achievement was measured using the following: _____

Level of academic achievement based on the above assessment: _____

The method of instruction used in your child's language assistance program is:

English as a Second Language (ESL) _____

Bilingual Education: Part-time: _____ Full-time: _____

English Language Services (ELS) _____

Program Description:

Other Information:

Please contact:

Name

Title

Phone Number

E-mail

in order to request additional information regarding available services or decline program services.

Sincerely,