

# Initial Parent Notification

**Sample Letter**  
***[Insert Local Educational Agency (LEA)\_Name]***  
**INITIAL PARENT NOTIFICATION LETTER**  
**Federal Title I or Title III and State Requirements**

To the parent(s)/guardian(s) of: *[Insert Last\_Name], [Insert First\_Name]* School: *[Insert School\_Name]* Date: *[Insert Date\_Testing\_Completed]*

State Student ID #: *[Insert Student\_ID]* Date of Birth: *[Insert Date\_of\_Birth]* Grade: *[Insert Tested\_Grade]*

Primary Language: *[Insert Primary\_Language\_Name]*

**Dear Parent(s) or Guardian(s):** A language other than English was noted on your child's Home Language Survey when your child first enrolled in our school. The Initial English Language Proficiency Assessments for California (ELPAC) identifies students as an English learner (EL) student or as initial fluent English proficient. State and federal laws require us to assess your child and notify you of your child's English language proficiency level. We are required to inform you of the language acquisition program options available. From these options, you may choose the one that best suits your child (California *Education Code [EC]* Section 310). This letter also identifies the criteria for a student to exit the EL status (20 United States Code [U.S.C.] Section 6312[e][3][A][i],[vi]).

- Registration
- Home Language Survey
- A language other than English

# Home Language Survey

1. What language did your child learn when he started speaking?
2. What language does your child speak at home most often?
3. What language do you (parents or guardians) use most frequently when speaking with your child?
4. What language is spoken most frequently among the adults in the home (parents, guardians, grandparents, or any other adults)?

**Language Assessment Results**  
(20 U.S.C Section 6312[e][3][A][ii])

| Composite Domains                      | Initial ELPAC Performance Level   |
|--|---|
| <b>Overall</b>                         | Status: <i>[Insert Overall_Performance_Level]</i><br>Score: <i>[Insert Overall_Score]</i> |
| Oral Language (Listening and Speaking) | <i>[Insert Oral_Level]</i>  |
| Written Language (Reading and Writing) | <i>[Insert Written_Level]</i>   |

Based on results of the English language proficiency assessment, your child has been identified as an *[Insert Calculated\_English Language Acquisition Status]* student.

**Your child is participating in an Individualized Education Program (IEP), which is on file:**  
*[Insert Yes or No]*

A description of how your child's program placement will contribute to meeting the objectives of the IEP, if applicable, is contained in the current IEP (20 U.S.C Section 6312[e][3][A][vii]).

## State and Federal Laws

- Assess the level of English proficiency
- Notify parents of results in all four language domains
- Apply for services if your child is a special education student

**Exit (Reclassification) Criteria**  
(20 U.S.C. Section 6312[e][3][A][vi])

The goal of language acquisition programs is for students to become proficient in English as rapidly as possible and to meet state academic achievement measures. The *[insert LEA name]* exit (reclassification) criteria are listed below.

| Required Criteria<br>(EC Section 313[f])  | <i>[Insert LEA name] Criteria</i><br><b><i>[LEA inserts local_board-approved reclassification criteria]</i></b> |
|---|---|
| English Language Proficiency Assessment   | ELPAC Overall Performance Level 4   |
| Teacher Evaluation                        | <i>[Insert teacher evaluation criteria]</i>   |
| Parental Opinion and Consultation         | <i>[Insert parental opinion and consultation criteria]</i>  |
| Comparison of Performance in Basic Skills | <i>[Insert comparison of performance in basic skills criteria]</i>  |

**Graduation Rate for English Learners**  
(20 U.S.C. Section 6312[e][3][A][vi])

The expected rate of graduation for students in this program is *[insert graduation\_rate]* percent. The graduation rate displayed on the Graduate Data report is available on the California Department of Education DataQuest web page at <https://dq.cde.ca.gov/dataquest/>.

## The initial notification includes:

- The reclassification criteria
- English Learners graduation rate

## Choosing a Language Acquisition Program

Parents or guardians may choose a language acquisition program that best suits their child (*EC* Section 310). Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible. They provide instruction to EL students based on the state-adopted academic content standards, including English language development (ELD) standards (20 U.S.C. Section 6312[e][3][A][iii],[v]); *EC* Section 306[c]).

## Language Acquisition Programs Offered

We are required to offer, at minimum, a **Structured English Immersion** program option (*EC* Section 305[a][2]). We also offer the following language acquisition programs:

*[Note to LEA: Insert all language acquisition programs offered. Modify the language acquisition program descriptions, according to the program options offered. Remove the language acquisition programs that are not offered.]*

- Information on programs available for English learners

# Annual Parent Notification

**Sample Letter**  
**RIVERSIDE UNIFIED SCHOOL DISTRICT**  
**Annual Parent Notification Letter**  
**Federal Title I or Title III and State Requirements**

To the parent(s)/guardian(s) of: *[Insert Last\_Name]*, *[Insert First\_Name]* School: *[Insert School\_Name]* Date: *[Insert Date\_Testing\_Completed]*

State Student ID #: *[Insert Student\_ID]* Date of Birth: *[Insert Date\_of\_Birth]* Grade: *[Insert Tested\_Grade]*

Primary Language: *[Insert Primary\_Language\_Name]*

**Dear Parent(s) or Guardian(s):** Your child continues to be identified as an English learner (EL) student. Each year, we are required to assess your child and notify you of your child's English language proficiency level. We must inform you of the language acquisition program options available. From these options you may choose the one that best suits your child (California *Education Code [EC]* Section 310). This letter also identifies the criteria for a student to exit the EL status (20 United States Code [U.S.C.] Section 6312[e][3][A][ii],[vi]).

- By law, we must evaluate the English proficiency level of English learners each school year and notify parents/legal guardians.
- The state and this annual notification inform parents of the level of English proficiency.



**Language Assessment Results**  
(20 U.S.C. Section 6312[e][3][A][ii])

| Composite Domains | English Language Proficiency Assessments for California (ELPAC) Scale Score | ELPAC Performance Level                            |
|-------------------|---|--|
| Overall           | <i>[insert overall scale score]</i>   | <i>[insert overall performance level]</i>          |
| Oral Language     | <i>[insert oral language scale score]</i>                                   | <i>[insert oral language performance level]</i>    |
| Written Language  | <i>[insert written language scale score]</i>                                | <i>[insert written language performance level]</i> |

| Domain    | ELPAC Performance Level                     |
|-----------|---|
| Listening | <i>[insert listening performance level]</i> |
| Speaking  | <i>[insert speaking performance level]</i>  |
| Reading   | <i>[insert reading performance level]</i>   |
| Writing   | <i>[insert writing performance level]</i>   |

**Your child is participating in an Individualized Education Program (IEP), which is on file:** *[Insert Yes or No]*

A description of how your child's program placement will contribute to meeting the objectives of the IEP, if applicable, is identified in the current IEP (20 U.S.C. Section 6312[e][3][A][vii]).



The annual notification includes the results of the ELPAC exam.

## Exit (Reclassification) Criteria (20 U.S.C. Section 6312[e][3][A][vi])

The goal of language acquisition programs is for EL students to become proficient in English as rapidly as possible and to meet state academic achievement measures. The *[Insert LEA name]* exit (reclassification) criteria are listed below.

| Required Criteria<br>(EC Section 313[f])  | <i>[Insert LEA name] Criteria</i><br><i>[LEA inserts local board-approved reclassification criteria]</i> |
|---|--|
| English Language Proficiency Assessment   | ELPAC Overall Performance Level 4  |
| Teacher Evaluation                        | <i>[insert teacher evaluation criteria]</i>  |
| Parental Opinion and Consultation         | <i>[insert parental opinion and consultation criteria]</i>   |
| Comparison of Performance in Basic Skills | <i>[insert comparison of performance in basic skills criteria]</i>                                       |

The annual notification includes:

- The reclassification criteria

**Academic Achievement Results**  
(20 U.S.C. Section 6312[e][3][A][ii])

| Skill Area            | Smarter Balanced Assessment Consortium or Local Measures | Other Measure                                 |
|-----------------------|--|---|
| English Language Arts | <i>[insert English language arts results]</i>            | <i>[insert English language arts results]</i> |
| Mathematics           | <i>[insert mathematics results]</i>                      | <i>[insert mathematics results]</i>           |

*[Note to LEA: Customize this table according to your LEA.]*

**Graduation Rate for English Learners**  
(20 U.S.C. Section 6312[e][3][A][vi])

The expected rate of graduation for students in this program is *[Insert graduation rate]* percent. The graduation rates displayed on the Graduate Data report, is available on the California Department of Education DataQuest web page at <http://dq.cde.ca.gov/dataquest/>.

The annual notification includes:

- The academic achievement results
- The English Learners graduation rate

## Choosing a Language Acquisition Program

Parents or guardians may choose a language acquisition program that best suits their child (EC Section 310). Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible. They provide instruction to EL students based on the state-adopted academic content standards, including English language development (ELD) standards (20 U.S.C. Section 6312[e][3][A][iii].iv; EC Section 306[c]).

### Language Acquisition Programs Offered

We are required to offer, at a minimum, a **Structured English Immersion** program option (EC Section 305[a][2]). We also offer the following language acquisition programs:

*[Note to LEA: Insert all language acquisition programs offered. Modify the language acquisition program descriptions, according to the program options offered. Remove the language acquisition programs that are not offered.]*

- Information on programs available for English learners

# Information platforms

## District

- By mail
  - Initial Notification
  - Annual Notification

## Aeries Portal

- Confidential information at school
- Teacher



# Questions