



School Year \_\_\_\_\_  
**Initial/Annual Parental Notification<sup>1</sup> of English Language Education (ELE)**

Dear Parent(s)/Guardian(s):

In order to identify and service students who are English Language Learners (ELL), state and federal regulations and guidance state that school districts must assess the English language proficiency of all students whose home language is other than English. Such students must be tested in reading, writing, speaking and listening as part of registration and each year thereafter. Your child has been tested in these areas. This letter explains your child's English Learner Education (ELE) program placement, as well as the types of services they will receive.

**This notification serves as (please check one):**

- Initial Identification** of an English Language Learner.  
 **Annual Notification** regarding the progress of an English Language Learner.

**ELE Program Placement (complete for students assessed for English proficiency in all districts)**

The following are the results of student's current English Language Assessment(s):

Student Information		
First Name _____	Middle Name _____	Last Name _____
SASID _____		
Current School Name _____	Current Grade _____	Start Date in ELE Program (i.e., LEP Identification Date) _____
Assessment: <input type="checkbox"/> Pre-IPT <input type="checkbox"/> Kindergarten W-APT <input type="checkbox"/> WIDA MODEL <input type="checkbox"/> LAS Links <input type="checkbox"/> ACCESS/ACCESS-AIt	Results	Date of Assessment
Listening:		day / month / year
Speaking:		day / month / year
Reading:		day / month / year
Writing		
Overall Score:		day / month / year
PARCC/MCAS (if applicable):		day / month / year
Other Assessment (specify):		day / month / year
Other Assessment (specify):		day / month / year
English Language Proficiency Level - These scores place your child in the following level of English language proficiency:		
<input type="checkbox"/> ELD 1	<input type="checkbox"/> ELD 2	<input type="checkbox"/> ELD 3
<input type="checkbox"/> ELD 4	<input type="checkbox"/> ELD 5	

<sup>1</sup><http://www.doe.mass.edu/mcas/access/>

**FLEP:** Congratulations! As part of the annual assessment, your child has demonstrated proficiency in English and will no longer be classified as an ELL. Along with your child's teacher(s) determining that your child has demonstrated the ability to perform ordinary classroom work in English, the following criteria was used to determine your child no longer requires ELL services: **Your child completed Grade 1 or above and obtained an Overall Composite score of at least 5, and Reading and Writing scores of at least 4 on ACCESS for ELLs.**

**\*Please Note: Your child's school will continue to monitor the academic performance of your child for two years to ensure that s/he is able to perform ordinary classroom work in English.**

**ELE Program:** The school district proposes to place your child in the indicated program:

**Sheltered English Immersion Program (SEI)** – a program that incorporates strategies to make content area instruction more comprehensible to ELLs and to promote language development. This type of instruction is based on students' language proficiency levels. As part of the SEI program, your child is enrolled in (check all that apply):

**English as a Second Language (ESL) classes:** direct English language instruction focused on developing speaking, listening, reading, and writing skills in English. (Note: K0/K1 ELL students are not required to receive ESL services.)

**Sheltered content instruction classes:** content area instruction that integrates sheltering strategies to make content comprehensible and develop content area academic language. The student receives sheltered content instruction in (check all that apply):

- Mathematics**
- ELA**
- Social Studies**
- Science**

**HILT for SIFE - The student receives High Intensity Literacy Training, HILT 1 & HILT 2.** For students with interrupted formal education, core academic content is taught in the native language of the student by a qualified teacher, and is increasingly taught in English as the student develops English fluency. Students also receive English as a second language (**ESL instruction**) which is designed to teach English to ELL students by a qualified teacher. A waiver is required, unless your child is in a Level 4 school with an approved Turnaround Plan.

**Dual Language Education Program (DLEP) (also called "Two-way bilingual")** – In dual language programs, the student's classroom is comprised of students who are native speakers of English and students who are native speakers of Spanish. All students learn to read, write, speak and understand both English and Spanish while they learn core academic content taught by qualified teachers in these two languages. Students receive English as a second language (**ESL instruction**) which is designed to teach English to ELL students, which is also taught by a qualified teacher.

**Program placement and or method of instruction for student whose assessment indicates that s/he is not an English Language Learner (ELL).**

**General Education** – The mainstream, general education classroom. **Your child was not found to be an English language learner and therefore does not require a specific ELE program.**

If you believe that your child should be placed in a program other than the SEI program (if indicated above), you have the right to request a **waiver** for an alternate program. To request a waiver a parent or legal guardian must personally visit the school to apply for the waiver.

**OPT OUT: A parent may opt out of ELL services, i.e. SEI and ESL services, in *limited* circumstances and only following the relevant safeguards that are set in place by requesting a meeting with the school Principal and proceeding as follows:**

1. Principal/headmaster and a representative of the Language Acquisition Team will meet with the parent/guardian.
2. A case file is created to document the meeting
3. If after informing the parent/guardian of the options available to his/her child, the parent wishes to refuse ELL services, documentation from the school and the parent will be submitted to the Office of English Language Learners.
4. The Office of English Language Learners submits the paperwork to the Department of Justice upon request.

\_\_\_\_\_  
Principal/Headmaster

\_\_\_\_\_  
Date