

Date:

Dear Parent/Legal Guardian of _____:
(Name of student)

Minnesota Law and the federal *No Child Left Behind Act* (NCLB) require that we identify whether the students in our school district are English Language Learners (ELLs). Both these laws require a language instruction educational program for ELLs with limited English proficiency. In addition, NCLB requires that we provide you with information regarding your child's identification process, instructional services and other information, as outlined in the *No Child Left Behind Fact Sheet*. The identification process and placement of your child in a language instruction educational program is based on a combination of home language questionnaire, teacher judgment, English test results and other measures. Your child's English proficiency test scores are shown below.

Your Child's English Test Results

Skills Tested	Name of Test	Date of Testing	Student's Score	English Proficiency Level
Speaking and Listening				
Reading				
Writing				

Your child has been identified as an ELL. Your child will be placed in the ESL/Bilingual Education program, as outlined in the attached document. We believe that this program will help meet your child's educational needs and enhance his or her academic success in school.

You may withdraw your child from the program at any time by sending a letter to the school, indicating your desire to withdraw your child from the ESL/Bilingual Education program. Your child will then be placed in the regular instruction programs for students who are fluent in English. Please seriously consider the consequences of your decision on your child's long-term educational success.

We invite you to visit the school and meet with our staff to learn more about the benefit of the program and other services available at the school. If you have questions, please call the school at _____.

Sincerely,

School Administrator