

**LIMITED ENGLISH PROFICIENCY PROGRAMS**

**PARENT NOTIFICATION FORM**

Dear Parent/Guardian:

\_\_\_\_\_, has been identified as needing help to learn English. We have placed him/her in a Language Support Program to help improve his/her English skills and provide him/her with academic support in content area learning. S/he has been identified as a “Limited English Proficient/English Language Learner” (LEP/ELL) student, and in need of help to learn English, because:

Specifically, your child has the following levels of English Language skill:

We determined those levels in the following ways:

The status of your child’s academic achievement is:

We encourage you to become involved in your child’s education. You can help him/her to learn English, achieve in other academic classes, and meet the same standards that all student are expected to meet.

The ESL instructor and teacher will hold regular meetings at least twice a year for parents/guardian of English learners, which we encourage you to attend. At those meetings, we will help you understand the goals of your child’s program, and assist you in ways to help your children. We are always ready to learn and respond to any questions and recommendations.

If you have any questions about your child’s program, please do not hesitate to call. We are excited about improving your child’s English and overall academic skills.

Sincerely,

\_\_\_\_\_  
Building Principal

(Attach other pages as appropriate)

Proposed: 06/11/03  
Adopted: 09/18/03

NHSBA Review: 01/23/14