**Notice of Continued Placement in**

**English Language Development Program**

**School Year [20XX-20XX]**

[Use LEA or School Letterhead]

[DATE]

Dear Parent/Guardian of [STUDENT NAME],

This letter is to notify you that your child continues to be eligible for English language support services. Language support services are available to students who speak a language other than English most often in the home and may benefit from additional language and academic support.

Your student is receiving services through [DISTRICT/SCHOOL]’s English Language Development (ELD) programin grade[GRADE #]. The language(s) used to provide instruction in this program is/are: [INSERT PROGRAM LANGUAGES].

This program will help ensure our student’s success in school and meet the requirements for graduation. [DISTRICT] is required to test your student’s growth in learning English annually.

Growth in learning English is measured on the Oregon **English Language Proficiency Assessment** (ELPA). Students remain classified as **English Learners** (EL) until they reach the Proficient overall level as measured by the Oregon English Language Proficiency Assessment (ELPA) given annually. Proficiency level is achieved by earning a score of 4 or 5 in each of the four parts of the test (reading, writing, listening, and speaking).

Your student’s scores from the [20xx-20xx] school year are listed below.

|  |  |
| --- | --- |
| **SUBJECT** | **STUDENT TEST SCORE** |
| Reading |  |
| Writing |  |
| Speaking |  |
| Listening  |  |

Most students become proficient in English and exit the program within [NUMBER OF YEARS]. The [DISTRICT/SCHOOL] will continue to review your student’s progress and offer additional support as needed.

In [20XX-20XX], [INSERT ADJUSTED 4-YEAR GRADUATION RATE] percent of high school students eligible for the English language development program at [SCHOOL NAME] graduated in 4 years and [INSERT ADJUSTED 5-YEAR GRADUATION RATE] percent of these students graduated within one additional year.

The [DISTRICT/SCHOOL] also reviews your student’s learning progress in the subjects below. Your student’s most recent test scores are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Date of Student State Testing** | **Student’s State Test Score** | **Date of Student District Testing** | **Student’s District Test Score** |
| **Language Arts** |  |  |  |  |
| **Math** |  |  |  |  |
| **Science** |  |  |  |  |

If your student has a disability and/or needs extra support, the [DISTRICT]English language development program will coordinate with your student’s teachers so that they understand your student’s Individualized Education Plan (IEP), or 504 Plan.

[DISTRICT/SCHOOL] offers the following English language development programs: [LIST / EDIT TO REFLECT ALL PROGRAMS OFFERED]

**Instruction supporting English Language Acquisition**

[ ]  **ELD Push-in** - Instruction is provided within the student’s mainstream or content-area classroom.

[ ]  **ELD Pull-out** - Students spend a part of the day in their primary mainstream classroom and are “pulled out” for a portion of the day to receive services to learn English.

[ ]  **ELD Class Period** - English instruction is provided during a class period.

[ ]  **Newcomer** **ELD** - A specially designed class to support students who are:

* Newly enrolled in a US school
* Have beginning levels of English language proficiency
* Need to learn English quickly to be successful in school

**Grade and Subject Level Instruction**

☐ **Dual-language -** Instruction is given in English and another language for at least 50% or more of the instructional time.

☐ **Integrated ELD** - Language and content are taught together, using both English Language Proficiency (ELP) and content standards to guide planning, instruction, reflection, and assessment.

[ ]  **Transitional Bilingual** - Most of the initial instruction is in the child’s home language and over [# OF YEARS] the instruction transitions to English.

[ ]  **Other Bilingual** - Classes are being offered with support to preserve the Heritage Language.

[ ]  **Sheltered Instruction** - The teacher uses special instructional strategies to meet your child’s language needs in the following classes: [INSERT CLASS SUBJECTS]

☐ **Newcomer / Core Content** - This is a specially designed program to support students who recently enrolled in a United States school and need support to read, write, speak, and understand language. Instruction and supports are provided for one or more grade-level subjects.

We encourage you to be an active participant in your student’s education.

You have the right to:

* Request regular meetings with your student’s teachers to discuss your student’s language development and learning
* Request that your student participate in a different program to learn English
* No longer receive support from the [DISTRICT] English Language Development program. Even if your student no longer receives support, the [SCHOOL NAME] is still required to test your student’s language on the English Language Proficiency Assessment

For additional information about your student’s English Language Development program, services, or progress, please contact the [DISTRICT/SCHOOL] [CONTACT NAME] at [PHONE NUMBER] or [EMAIL]. Interpreter services are available.

We look forward to working with you and your student this year!

Sincerely,

[PRINTED NAME]

[TITLE]