

PARENT NOTIFICATION FORM

The following is a sample notification to parents of Limited English Proficient (LEP) students in a question-and-answer format. It is intended to be used in conjunction with a letter similar to the one on the previous page. Questions 5, 6 and 7 should be included only if the district offers more than one LEP program. Question 8 should be included only if the student has an Individualized Education Program (IEP).

Q1. What is my child’s _____ (insert name of program) designed to do?

A1. This program is designed to help him/her learn English by _____

(describe).

It will meet your child’s educational strengths and needs by _____

(describe). It will help your child be promoted and

reach graduation by _____

(describe).

Q2. What results can I expect from my child in this program?

A2. By the time your child finishes this program, we expect that s/he will be able to do the

following: _____

[Describe exit requirements, including “Go from this program into a regular classroom at the following rate: (describe rate).” And for secondary school students, “Graduate from high school at the following rate: (describe rate).”]

Q3. What methods will this program use to help my child improve his/her English language skills?

A3. Your child’s program will use the following methods of instruction: _____

(describe).

Q4. Does the district offer other programs for English learners different from my child’s?

A4. Either “No, we do not” or “Yes, we offer a (name of other program offered).” be).

Native Language Instruction: _____ (describe).

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(continued)

Q5. How is the other program different from my child’s program?

A5. *The _____(name of the other program) is different from your child’s in:*

Content: _____
(describe).

Instructional Goals: _____
(describe).

Use of English: _____
(describe).

Q6. Why was my child placed in this program and not a different program?

A6. *We have placed your child in this specific program because _____*

(explain).

Q7. Can I have my child placed in the other program? How?

A7. *Choose one:*

Instead of the Bilingual Education Program, you can request your child be placed in the Free-Standing English as a Second Language Program, or

Instead of the Free-Standing English as a Second Language Program, you can request your child be placed in the Bilingual Education Program, if it is available in your child’s school, or offered in a different school in the district. If you make this request, your child will be removed immediately from the current program. You must then come to your child’s school and meet with the principal to discuss the options.

Q.8 My child has a disability and has an Individualized Education Program (IEP). How will this English Language program meet his/her special objectives?

A8. *To meet your child’s IEP objectives, this English Language instruction program will:*

(describe).