

**LIMITED ENGLISH PROFICIENCY PROGRAMS  
PARENT NOTIFICATION FORM  
(Sample Letter in English)**

Dear Parent/Guardian:

Your child, \_\_\_\_\_, has been identified as needing help to learn English.

We would like to conduct an evaluation of your child's English ability using the Individual English Proficiency Test designated by the New Hampshire Department of Education for students whose primary language is not English.

The English as a Second Language teacher will conduct this assessment and will provide information about the test results and the program for your child.

We ask that you sign this letter and return it to the school. If you need assistance in understanding this information an interpreter will be provided (*letter will be provided in the language of the parent/guardian*).

I agree to an assessment of my child's English Proficiency Level.

\_\_\_\_\_  
Parent Signature

**LIMITED ENGLISH PROFICIENCY PROGRAMS  
PARENT NOTIFICATION FORM  
(Sample Letter in English)**

Dear Parent/Guardian:

Your child, \_\_\_\_\_, has been identified as needing help to learn English. We have placed him/her in a program coordinated with the regular education program to help improve his/her English skills. 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 his/her other academic classes, and meet the same standards that all students are expected to meet.

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The District 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, or if you would like to change your child's program, we would like you to speak with the ESOL teacher or the school principal. We are excited about improving your child's English and overall academic skills.

Sincerely,

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Building Principal

(Attach other pages as appropriate)

**LIMITED ENGLISH PROFICIENCY PROGRAMS  
PARENT NOTIFICATION FORM  
(Continued)**

The following is a sample notification to parents of Limited English Proficient (LEPT) 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 kind of support will my child receive?*

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 improved his/her English language skills?*

A3. *Your child's program will use the following methods of instruction: \_\_\_\_\_*  
*\_\_\_\_\_ (describe).*

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(Continued)**

Q4. Why was my child placed in this program and not a different program?

A4. *We have placed your child in this specific program because* \_\_\_\_\_  
\_\_\_\_\_(explain).

Q5. My child has a disability and has an Individualized Education Program (IEP). How will this English Language program meet his/her special objectives?

A5. *To meet your child's IEP objectives, this English Language instruction program will:* \_\_\_\_\_  
\_\_\_\_\_(describe).