

SAMPLE

Parent Notification Letter of Exiting Limited English Proficient (LEP) Status and Two-Year Monitoring Plan

To the parent(s)/guardian(s) of: _____

Date: _____

School: _____

Grade: _____

Dear Parent(s)/Guardian(s): This letter is intended to notify you that your child has been reclassified as formerly limited English proficient (FLEP) because he/she has achieved a score on the annual ACCESS for ELLs[®] English language proficiency assessment that meets the requirements for English language proficiency (ELP) Level 6 on the World-Class Instructional Design and Assessment (WIDA[®]) English language proficiency standards.

The criteria to be classified as ELP Level 6 for students in kindergarten are:

- Accountability Proficiency Level;
- Composite Score of 5.0 or above on the ACCESS for ELLs[®]; and
- Literacy Score of 5.0 or above on the ACCESS for ELLs[®].

The criteria to be classified as ELP Level 6 for students grades 1-12 is:

- Tier C test;
- Composite Score of 5.0 or above on the ACCESS for ELLs[®]; and
- Literacy Score of 5.0 or above on the ACCESS for ELLs[®].

At ELP Level 6, a student should be able to use:

- specialized or technical language reflective of the content areas at grade level;
- a variety of sentence lengths of varying linguistic complexity in extended oral or written discourse as required by the specified grade level; and
- oral or written communication in English comparable to proficient English peers.

Federal law requires that FLEP students be monitored for two full academic years after being reclassified as FLEP to ensure that they are able to participate meaningfully in the regular educational program. [INSERT NAME AND TITLE OF STAFF PERSON(S)] will monitor your child's academic performance [INSERT HOW OFTEN THE DIVISION WILL MONITOR FORMERLY LEP STUDENTS, i.e., MONTHLY, QUARTERLY, etc.] to determine if he/she is falling behind in academic performance.

This determination may be based on such sources as:

- performance on standardized achievement tests;
- grades in content area classes;
- student performance on assigned classwork, homework, or projects; or
- teacher observations.

If a determination is made that your child is in need of instructional assistance, [INSERT NAME AND TITLE OF STAFF PERSON(S)] will ensure that your child's counselor, teachers, and other appropriate staff are informed. Additional academic support or interventions such as [INSERT TYPES OF INSTRUCTIONAL SUPPORT OR INTERVENTIONS HERE] may be provided to help your child meet academic requirements.

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[INSERT DIVISION NAME] is dedicated to serving all students appropriately so that they are able to achieve high academic standards.

Please notify [INSERT POINT OF CONTACT] if you have questions or concerns.

Sincerely,

[INSERT NAME AND TITLE]