

TITLE III PARENTAL NOTIFICATION LETTER
COMPLIANCE CHECKLIST

School divisions must inform parents annually regarding their child’s placement in a language instruction education program **within 30 days** after the beginning of the school year, or **within two weeks** of the child’s placement within a program.

[Section 3302(a) and (c)]

Item	Parental Involvement Issue	Yes	No
1	Does your parent notification letter state the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program? [Section 3302(a)(1)]		
2	Does your parent notification letter state the child’s level of English proficiency, how such level was assessed, and the status of the child’s academic achievement? [Section 3302(a)(2)]		
3	Does your parent notification letter state the method of instruction used in the program in which their child is, or will be, participating, and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals, and the use of English in instruction? [Section 3302(a)(3)]		
4	Does your parent notification letter state how the program in which their child is, or will be, participating will meet the educational strengths and needs of the child? [Section 3302(a)(4)]		
5	Does your parent notification letter state how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation? [Section 3302(a)(5)]		
6	Does your parent notification letter state the specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program if funds under this title are used for children in secondary schools? [Section 3302(a)(6)]		
7	Does your parent notification letter state in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child? [Section 3302(a)(7)]		
8	Does your parent notification letter state the information pertaining to parental rights that included written guidance (A) detailing the right that parents have to have their child immediately removed from such a program upon their request and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and (B) assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity? [Section 3302(a)(8)(A)(B)]		
9	Is the parent notification letter provided in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand? [Section 3302(c)]		