

Parental Notification Requirements

I. Notification of Placement and Parental Rights

1. Each District or School serving English language learners shall inform the parents that their student(s) has been placed in an instructional program for English language learners, **no later than 30 days after beginning of the school year**. Or, if the student is identified after the beginning of the school year, the district/school shall notify parents **within the first two weeks** of the child being placed in a program for ELL students. The notification must include the date it is sent and the date of enrollment of the student.

2. The following information should be included in the Notification of Placement:

- The reasons for the identification, which may include results from a proficiency test, other test data, teacher, parent or self-referral. Multiple criteria for identification are strongly advised.
- The student's level of English proficiency, how such level was assessed, and the status of the student's academic achievement. Please include the name of the test and the date the test(s) was administered.
- Methods of instruction used in the program in which the LEP student is or will participate in.
- Methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language of instruction.
- How the program in which the student is, or will be participating in, will meet the educational strengths and needs of the student.
- How the program will specifically help their child to learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation.
- The exit requirements, including the expected rate of transition from such program into English only instruction classrooms. For secondary school students, also include the expected rate of graduation.
- How the program meets the objectives of the individualized education program of a child with a disability
- Information pertaining to parental rights that includes written guidance on
 - the right that parents have to have their child immediately removed from the program upon their request;
 - the options that parents have to decline to enroll their child in the program or to choose another program or method of instruction, if available;
 - the assistance available to parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district or school.

II. Notification of Failure to Meet AYP

1. Under separate notification, the district/school must inform the parents of English language learners participating in the failing program of such failure **not later than 30**

days after the district/school's is notified of not having made progress on the annual measurable achievement objectives.

2. Notifications to the parents of English language learners shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. The letters do not have to be in English and translation is encouraged. Please contact the State Board of Education if you are not able to translate the letters.

III. Notification of Parental Rights and Participation

1. Districts/schools must provide information in an effective manner and applicable language, inclusive of letters, brochures, parent meetings, etc. on how:
 - a. Parents can be involved in the education of their children.
 - b. Parents can be active participants in assisting their children to learn English and achieve the state's high standards in core academic subjects.
 - c. Parents can participate in meetings to formulate and respond to concerns or recommendations from parents of English language learners.