

Greenfield Public Schools  
 School Year 20\_\_-20\_\_  
 Initial / Annual Parental Notification<sup>1</sup> of  
 English Language Education (ELE) and Title III Program Placement

Dear Parent(s)/Guardian(s): \_\_\_\_\_, Date: \_\_\_\_\_

In order to identify students who are English learners, state and federal regulations and guidance state that school districts must assess the English language proficiency of all students whose home language is other than English. Such students must be tested in reading, writing, speaking and listening. Your child has been tested in these areas. This letter explains whether your child is eligible for an English Learner Education (ELE) program. If so, it will also explain the program your child will receive and, if applicable, the additional services your child will receive as a result of the district receiving certain federal funds (Title III). The purpose of Title III is to help ensure that limited English proficient students master English and meet the same challenging state academic achievement standards that all children are expected to meet. If your child has additional education needs that require Special Education Services, Title III programs and services shall meet the objectives of the Individualized Education Program (IEP).

**SECTION I - ELE Program Placement (complete for students assessed for English proficiency in all districts)**

The following are the results of this English language assessment(s):

Student Information			
First Name _____		Middle Name _____	
		Last Name _____	
Current School Name _____		Grade _____	
		Start Date in ELE Program _____	
Assessment Tool	Domain	Results	Date of Assessment
	<input type="checkbox"/> S <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> W		day / month / year
	<input type="checkbox"/> S <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> W		day / month / year
	<input type="checkbox"/> S <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> W		day / month / year
	<input type="checkbox"/> S <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> W		day / month / year
Continuing ELL Students and/or Transfer Students		Results	Date of Assessment
Speaking (ACCESS for ELLs test)			day / month / year
Listening (ACCESS for ELLs test)			day / month / year
Reading (ACCESS for ELLs test):			day / month / year
Writing (ACCESS for ELLs test)			day / month / year
MCAS (if applicable)			day / month / year
English Language Proficiency Level based on language assessment data and other measures:			
<input type="checkbox"/> L1 - Entering		<input type="checkbox"/> L4 - Expanding	
<input type="checkbox"/> L2 - Beginning		<input type="checkbox"/> L5 - Bridging	
<input type="checkbox"/> L3 - Developing		<input type="checkbox"/> L6 - Reaching	
<input type="checkbox"/> Not Enrolled in an ELE Program (Pre-K only)			
<input type="checkbox"/> Enrolled in an ELE Program: The school district proposes to place your child in the indicated program:			

\_\_\_\_\_

Appendix B

<input type="checkbox"/> <b>Sheltered English Immersion Program (SEI)</b> – a program that incorporates strategies to make content area instruction more comprehensible to ELs and to promote language development. This type of instruction is based on students' language proficiency levels. As part of the SEI program, your child is enrolled in (check all that apply): <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>English as a Second Language (ESL) classes:</b> direct English language instruction focused on developing speaking, listening, reading, and writing skills in English.</li> <li><input type="checkbox"/> <b>Sheltered content instruction classes:</b> content area instruction that integrates sheltering strategies to make content comprehensible and develop content area academic language. The student receives sheltered content instruction in (check all that apply):             <ul style="list-style-type: none"> <li><input type="checkbox"/> Mathematics</li> <li><input type="checkbox"/> ELA</li> <li><input type="checkbox"/> Social Studies</li> <li><input type="checkbox"/> Science</li> </ul> </li> </ul>	<input type="checkbox"/> <b>Two-Way Immersion Program</b> (where available) – a program that develops students language skills in two languages (English + another language). This program includes native English speaking students and students who are native speakers of the other language.
<b>Alternate ELE Program</b> – If you believe that your child should be placed in a program other than the SEI program (if indicated above), you have the right to request a <i><b>waiver into</b></i> an alternate program. Please contact district staff for further information. You may request a specific waiver for your child to be enrolled in:	
<input type="checkbox"/> <b>Transitional Bilingual Education (TBE)</b> – a program where content instruction is initially taught in the native language of the student, and English. As the student develops English language proficiency, instruction is increasingly taught in English. This type of program is only allowed after a waiver for TBE has requested by at least 20 parents of students in the same grade level and such waiver been granted, or if the student's school has an approved Level 4 or Level Turnaround Plan that includes a TBE program, or a Level 5 district has an approved Turnaround Plan that includes a TBE program.	
<b>Program placement and or method of instruction for student whose assessment indicates that s/he is not an English Learner (EL):</b>	
<input type="checkbox"/> <b>General Education</b> – The mainstream, general education classroom. <b>Your child was <u>not</u> found to be an English learner and therefore does <u>not</u> require a specific ELE program.</b>	

You also have the right to opt out of the language program chosen for your child, and other programs for English Learners offered by the district. Federal and state laws, however, require that the district provide your child with support so he or she can understand instruction taught in English and develop his or her English skills. This means that if you choose to opt out, your child's teachers will support your child in the regular classroom. But if you opt out of language programs, **your child will not receive specialized English as a Second Language (ESL) instruction focused on language skills.** We think ESL instruction would help your child learn English and succeed in school, so we recommend that you allow your child to be part of our language programs. This type of instruction is especially important if your child is just beginning to learn English or struggles to understand, speak, read, or write in English.

If you decide to opt out of language services for your child or if you have any questions please contact the district staff person listed below.

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Teacher Name \_\_\_\_\_ Contact number \_\_\_\_\_

<sup>1</sup> ***Note to districts:** This notification is an annual requirement, and should be sent not later than thirty days from the beginning of the school year, or, for students who have not been identified for placement in a language instruction educational program prior to the beginning of the school year, the notification must be carried out within 2 weeks of the child being placed in the program. Section I must be completed in all districts; Section I and II must be completed in all districts that receive Title III funds for students who receive Title III services.*

Appendix B  
Exit Criteria

**Specific ELE/Title III Exit Requirements:** When your child demonstrates proficiency in English, he or she will no longer be classified as an EL. Therefore, he or she will be exited from the ELE program and will not be eligible for ELE/Title III services. Students who are no longer classified as English Learners must be monitored by the district for four years to ensure that they are succeeding academically. The district must provide language support services to such students and/or recommend re-entry to the ELE program, if these students struggle to meet grade-level academic expectations due to lack of English language proficiency. **Your child will continue to receive ELE support services until he or she meets the following criteria:**

<input type="checkbox"/> Earned a score of at least 5 in all language domains on ACCESS for ELLs	AND	<input type="checkbox"/> Demonstrated ability to perform ordinary classroom work in English, as indicated by: <i>(include information about other relevant data)</i>
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Final classification:

The student met the criteria. He or she is no longer considered an English Learner. His or her academic performance will be monitored for four years.

The student has not met the criteria. He or she is still considered an English Learner, and will be placed in the \_\_\_\_\_ program offered by the district.

Comments:

The school district staff is available to speak to you or meet with you about your child's placement and the school's ELE and/or Title III programs. We strongly encourage you to call us if you have any questions. Please contact us through the district contact person listed below. Thank you.

Sincerely,

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Name of Instructor/Coordinator, Title  
Telephone Contact/Email Contact

CC: Student Services Office  
Cumulative File