

**AUBURN SCHOOL DISTRICT
LIMITED ENGLISH PROFICIENCY INSTRUCTION**

If the District receives federal funding for English Language Learner (ELL) Programs, the following will be provided:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as ELL and the reasons for placing the child in the specific program.
2. Students will participate in regular assessments in a manner that will yield an accurate assessment. Test waivers may be granted on a case-by-case basis for ELL students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.
3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives sub-grants).
4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:
 - A. Their child's level of English proficiency and how such level was assessed.
 - B. The status of their child's academic achievement.
 - C. The method of instruction used in the program in which the child is placed and the methods of instruction used in other available programs.
 - D. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.
 - E. Exit requirements for the program.
 - F. If the child has a disability, a statement as to how the ELL will meet objectives of the child's Individualized Education Program (IEP).

Appendix IHBBA-R

Adopted: January 8, 2008

*Legal Reference:
P.L. 107-110, No Child Left
Behind Act of 2001*

**AUBURN SCHOOL DISTRICT
LIMITED ENGLISH PROFICIENT PROGRAMS**

PARENT NOTIFICATION FORM

Dear Parent/Guardian:

Your child, _____, has been identified as needing help to learn English. To help improve his/her English skills, we have placed him/her in a (name of program): _____ to help improve his/her English skills.

He/she has been identified as an "English Language Learner" (ELL) student and in need of help to learn English because: _____

Specifically, your child has the following levels of English Language skills: _____

We determined those levels in the following ways: _____

The status of your child's academic achievement is: _____

Please see the attached pages for more specific information on the program we have chosen to improve your child's English skills.

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.

Please read the attached pages carefully. 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: _____. All of us in the district are excited about improving your child's English and overall academic skills.

Sincerely,

ESOL Teacher

(Attach other pages as appropriate)

ASD File: IHBBA-R

The following is a sample notification to parents of Limited English Proficient (LEP), 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. Question 5 should be included only if the student has an Individualized Education Program (IEP).

Q1. What is my child's _____ designed to do?
(program name)

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 he/she 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 improve his/her English Language skills?

A3. *Your child's program will use the following methods of instruction:* _____

(describe)

Q4. Does the district offer other programs for English learners different from my child's?

A4. *Either "No, we do not" or "Yes, we offer _____."*
(name of other program offered)

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)