# Initial Identification Notification Template

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| **Date:** | **Student Name:** |
| **District:** | **School and Grade Level:** |
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Dear Parent or Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(insert name of student)****,*

Your child has been identified as an English learner. An English learner is a student who (1) has a dominant or home language other than English and (2) needs language instruction and supports to effectively participate in school. We used a language survey and Ohio’s English Language Proficiency Screener (OELPS) to better understand your child’s English proficiency in listening, speaking, reading, and writing. Here are your student’s results **(*insert or attach OELPS Individual Student Report (ISR)):***

As an English learner, your child is eligible for support through our English language instruction educational program. The program helps support your child’s English language development and ensures that they can participate meaningfully in school classes and activities. This letter explains your child’s English level and the program available to help your child participate fully in school.

The purpose of these programs is to help multilingual students increase their proficiency in listening, speaking, reading, and writing in English.The following district programs are available to help your child develop the language needed to make academic progress ***(school or district modifies this list to match the EL programs offered for the student)***:

* English-only Supplemental Instructional Program
* Bilingual Supplemental Instructional Program
* Dual Language Program
* Content Classes with Integrated English as a Second Language Support
* Newcomer Program
* Sheltered Instruction Program
* Structured or Two-Way Immersion Program
* Consultation, Monitoring, and Academic Assistance
* Other:

In addition to developing English language skills, the program will help your child meet age-appropriate academic achievement standards for grade promotion and graduation.

Students remain classified as English learners until they reach the Proficient overall level. This is determined by the state test Ohio English Language Proficiency Assessment (OELPA) given during the spring of every year. English learners demonstrate the overall Proficient level by earning a score of 4 or 5 in each of the four parts of the test (listening, speaking, reading, and writing).

Most students become proficient in English and exit our program within **(*insert program exit rate)*** years. When exited from the program, your child’s performance will continue to be monitored for two years to determine if additional academic support is needed.

In **(*insert school year***, ***insert adjusted, four-year graduation rate)*** percent of high school students eligible for the English language development program at ***(insert*** ***name of school)*** in four years and ***(insert adjusted, five-year graduation rate)*** percent of these students graduated within one additional year.

We strongly encourage your child’s participation in the English language development program. We invite you to learn more about the benefits of the program. Please contact or visit us to discuss your child’s progress in English language development and academic achievement ***(insert contact name, phone number, and email address)***.

Although our school has an obligation to serve all students who are English learners, you have a right to decline or opt your child out the English learner program or particular services within the program. If you opt your child out of the school’s English learner program or specific services, your child keeps their status as an English learner. The school remains obligated to take the affirmative steps to provide EL students access to its educational programs (20 U.S.C. sections 1703[f], 6312[e][3][A][viii]).

* I understand this information and consent to English language services for my child.
* I understand this information and would like to speak with district staff to discuss declining my child’s participation in the above program(s).
* I do not understand the language above and would like additional language support and explanation about this information.

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Printed name of Parent/Guardian

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Signature of Parent/Guardian Date (Month/Day/Year)