



**NOTIFICATION OF PLACEMENT in ENGLISH LANGUAGE DEVELOPMENT PROGRAM**

Date: \_\_\_\_\_

Initial Placement

Continuing Placement

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

Dear Parent/Legal Guardian:

We are pleased to inform you that your child is eligible to receive instruction in our English language development program. Children are identified as needing services based upon your response to the Home Language Survey, teacher recommendation, and the test of English proficiency, *CTB LAS Links* (see attached results).

Your child's instructional level of English proficiency will be:

Low Beginner

High Beginner

Low Intermediate

High Intermediate

Advanced

English language development programs adjust instruction to the child's strengths and needs. Instructional strategies, practices, and methods to help each child learn English and meet age appropriate academic standards are based upon scientific research. The expectations for English language learners (ELLs) are that students fully transition into mainstream classes, meet appropriate academic achievement standards for grade promotion, and graduate from high school at the same rate as mainstream students.

The method of instruction used in your child's English language development program will be as indicated below:

- Content-based program:** Instruction is provided in English only and adapted to student's level. The student spends a significant portion of each school day in classes with other ELLs.
- Pullout program:** Student is excused from grade-level classes for specialized English instruction several times a week.
- Structured English Immersion:** Student receives specialized English language support within the grade-level classroom.
- Sheltered English:** Student receives content-based English language instruction  
Check as appropriate: Social Studies \_\_\_\_\_ English \_\_\_\_\_ Mathematics \_\_\_\_\_ Science \_\_\_\_\_
- Other (Specify):** \_\_\_\_\_

Respectfully,

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**For more information about the programs of instruction, assistance in selecting a program, or if you do not wish your child to participate in an English language development program, contact:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

**Please sign your name below to show that you have received this notice and approve of your child's placement:**

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date

**Return this notice to:** \_\_\_\_\_  
Name Title

**This form should be placed in the student's cumulative folder.**