

**Parent Notification Letter of Language Instruction Educational Program (LIEP)/
English Language Development (ELD)/Language Services
Services For: [Student Name]**

This sample parent notification letter includes the minimum essential elements that are required by Title I and Title III for parent notification. Schools/Districts may use this letter or compose their own letter addressing all statutorily required elements.

Date:

Dear Parent/Guardian,

Upon enrollment, a language other than English was noted on your student's Home Language Survey (HLS). Traditionally, if a language other than English was identified on the HLS, a child would be given a standardized screener, the [indicate the grade appropriate screener, W-APT or WIDA Screener], to determine eligibility for LIEP/ELD/Language Services. Due to suspension of in-person instruction, we were unable to administer the standardized English language proficiency screener.

In lieu of administering the standardized screener, we completed both a family interview on [date] and child interview on [date] to collect further information to gauge your child's level of English language proficiency.

Multiple attempts were made to gather more information about your child's language use. These attempts were made on [date], [date], and [date]. In lieu of not being able to administer the standardized screener and not being able to reach you, we used all information available to make a decision on whether to provide LIEP/ELD/Language Services to your child.

Based on the information collected during suspension of in-person instruction, your child is:

Identified for provisional placement into LIEP/ELD/Language Services.

Not identified for provisional placement into LIEP/ELD/Language Services.

Once in-person instruction begins, your child will complete a standardized screener, the [indicate the grade appropriate screener, W-APT or WIDA Screener], to verify eligibility for LIEP/ELD/Language Services. Parents/Guardians will be notified of your child's results on the standardized screener.

Parents/Guardians have the right to decline LIEP/ELD/Language Services. Please contact [EL Coordinator or School Contact Person] if you wish to decline your child's participation in LIEP/ELD/Language Services.

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[District/Charter] LIEP/ELD/Language Services Goal

The goal of [District/Charter Name]'s LIEP for English learners (EL) is to provide effective language development instruction for all students to become fully proficient in the English language and have language sufficient to meet the challenging state academic content standards all students are expected to meet.

[District/Charter] LIEP/ELD/Language Services Description
Interim Identification Procedure due to Suspension of In-Person Instruction

Based on your child's interview and resulting level of language use he/she shall receive instruction in

- [Insert name, description of LIEP/ELD/Language Service]
- [Insert methods of instruction]
- [Insert the type of language supports offered]
- [How will the LIEP/ELD/Language Services meet educational strengths and needs of the child and help the child achieve English language proficiency, and meet academic standards?]

EL Students with Disabilities: If your child is a student with a disability which requires an Individualized Education Plan (IEP) or a 504 Plan, the LIEP/ELD/Language Services will be utilized in coordination with your child's existing plan to meet his/her annual goals.

Questions or Concerns

If you have any questions about the interim identification procedures, provisional placement and LIEP/ELD/Language Services provided for your child or would like to learn about other language support service options available during periods of suspension to in-person instruction, please do not hesitate to contact [EL Coordinator or School Contact Person].

Thank you,