

**CANDIA 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: June 5, 2008

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

**CANDIA 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)

He/she has been identified as a "Limited English Proficient/English Language Learner" (LEP/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.

*If applicable: The district offers other programs for English instruction. The attached pages explain how the other programs are different from your child's program. If there are other programs available, you have the right to request that your child be removed from his/her current program immediately and placed in another program. If you want to do this, we will assist you in selecting a program for your child.*

**CSD File: IHBBA-R**

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.

The district will hold regular meetings at least twice a year for parents/guardians of English learners, which we encourage you to attend. At those meetings, we will help you understand the goals of your child's program and assist you in ways to help your children. We are always ready to listen and respond to any questions and recommendations.

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,

\_\_\_\_\_  
Building Principal

(Attach other pages as appropriate)

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. Questions 5, 6 and 7 should be included only if the district offers more than one LEP program. Question 8 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. How is the other program different from my child's program?

A5. *The \_\_\_\_\_ is different from your child's in:*  
*(name of other program)*

**Describe below:**

Content: \_\_\_\_\_

Instructional Goals: \_\_\_\_\_

Use of English: \_\_\_\_\_

Native Language Instruction: \_\_\_\_\_

Q6. Why was my child placed in this program and not a different program?

A6. We have placed your child in this specific program because: \_\_\_\_\_

\_\_\_\_\_  
(explain)

Q7. Can I have my child placed in the other program? How?

A7. Choose one:

- *Instead of the Bilingual Education Program, you can request your child be placed in the Free-Standing English as a Second Language Program, or*
- *Instead of the Free-Standing English as a Second Language Program, you can request your child be placed in the Bilingual Education Program if it is available in your child's school, or offered in a different school in the district.*

*If you make this request, your child will be removed immediately from the current program. You must then come to your child's school and meet with the principal to discuss the options.*

Q8. My child has a disability and has an Individualized Education Program (IEP). How will this English Language program meet his/her special objectives?

A8. To meet your child's IEP objectives, this English Language instruction program will:

\_\_\_\_\_  
(describe)