(Insert date)

Dear (Insert Parent or Guardian),

This past year, English Learner (EL) students in kindergarten through twelfth grade participated in the administration of the ACCESS for ELLs 2.0 language proficiency test. ACCESS provides a standardized measurement of academic language proficiency for EL students throughout the state of Montana. This information helps teachers understand your child’s language needs so that they can provide the best instruction possible.

Enclosed you will find your child’s results on the ACCESS for ELLs test. The Individual Student Report provides information about your child’s English Language Proficiency Level. Montana considers students proficient with an Overall Composite Score of 4.7 or higher. This information is for you to review and keep.

If you have any questions regarding this test or the information that is being sent to you, or to see if you can obtain a copy translated into your home language, please contact the school.

(Insert School Signature here)

(Insert School contact information here)