(Insert date)

Dear (Insert Parent or Guardian),

Upon enrollment, (child’s name) was screened for English language proficiency as required by the Office for Civil Rights and in accordance with the Every Student Succeeds Act Title III. It was determined at that time that (he/she) should receive additional English language instruction to support (his/her) academic development and success.

Based on assessment results from (date), (child’s name) has tested proficient in standard academic English and will be exited from the English learner program. (His/Her) most recent ACCESS for ELLs scores are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Listening | Reading | Speaking | Writing | Overall Composite |
| (insert score) | (insert score) | (insert score) | (insert score) | (insert score) |

The criteria for English language proficiency is an **overall composite score of 4.7 or higher**.

Now that your child is being exited from the English learner program, (he/she) will no longer be receiving additional language instruction. However, according to Montana policy, all former English learners continue to be monitored for two years to ensure that they continue to grow and excel in their academic development.

If you have any additional questions, please contact the school.

(Insert School Signature here)

(Insert School contact information here)