

LEAs are responsible for communicating a variety of information to parents and families of English Learners in a language they understand. How prepared are you to meet these requirements? What resources and assets are available to you? What do you still need? How will you secure additional resources? The chart below lists essential information that must be provided to parents in a language they understand.

Essential information to be communicated with LEP families in a language they can understand	How do we currently meet this requirement? What resources/assets Do we have to do it?	Where are these resources located (in district, school, community, etc.)	What resources do we still need?	How might we located/access these additional resources?
1. school registration and enrollment instructions				
2. a description of the EL identification process and the reason that their child was identified as an EL				
3. their child's current English proficiency level and a description of what that means				
4. a description of the LIEP (Language Instruction Educational Programs)				
5. information explaining their right to refuse enrollment of their child in the LIEP				
6. a description of the criteria for reclassification and an expected timeline for achieving proficiency				

7. notices required by special education laws and regulations				
8. grievance procedures and notices of non-discrimination				
9. student discipline policies and procedures				
10. report cards and progress reports				
11. notices of parent-teacher conferences				
12. information regarding gifted and talented programs				
13. results of the annual English proficiency assessment, ACCESS for ELLs®				
14. requests for parent permission for student participation in school activities				
15. other information provided to native English-speaking parents such as invitations to join school-related councils or groups or parent handbooks				

Additionally, parents of currently enrolled ELs must be provided with the following information **within 30 days of the start of each school year** :

- A notification of their child's continued participation in the LIEP
- A description of the LIEP including its intended benefits for their children and an explanation of its effectiveness
- A notification of their right to refuse services as outlined in this document
- A description of any Title III supplemental services being offered by the LEA (if applicable)
- A notification of their right to refuse Title III supplemental services (if applicable)