[Insert Date]

Dear Parent/Guardian:

Upon enrollment, a language other than English was noted on [child’s name] Home Language Survey (HLS) prompting a screening of his or her English language proficiency as required by the Office for Civil Rights and in accordance with the Every Student Succeeds Act Title.

Based on assessment results on [date], [child’s name] has been **identified** as an English Learner (EL) and is eligible for EL services based on the following WIDA screener results:

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

The criteria for English language proficiency is a 5.0 or higher on the Overall Composite Score. Based on this information, the district will design an instructional program that will meet the student’s needs and the state standards. Part of this instructional program does include administering the ACCESS for ELLs, the statewide mandated English Learner Proficiency assessment, to your child annually until he/she exits the program by scoring a 4.7 or higher on the Overall Composite Score. Upon successful completion and exit, your child will continue receiving ELL supports to ensure that academic language and activity maintains a satisfactory level with no language barrier affecting learning outcomes.

As a parent - assistance will be available in considering the instructional program of your child. Under ESEA you have the right to refuse enrollment of your child in the ELL support program, however, federal law requires the district to administer the ACCESS for ELLs assessment annually, and until a score of 4.7 or higher is achieved.

[Insert School] plans to administer the ACCESS for ELLs on [Insert Dates/Date Range].

**Here are some things to note about the statewide assessments:**

* Your child’s grades will not be impacted by their scores on the statewide assessments.
* Your child’s privacy will be protected. State and federal laws, such as the Family Educational Rights and Privacy Act (FERPA), ensure these data remain confidential.
* Students with Individual Educational Plans (IEPs), Section 504 plans, or English Learner plans will be assessed based on individual student needs, consistent with all state and federal laws and regulations.

**Here are some things you can do to help:**

* Encourage your child to do their very best on everything they do in school, including this statewide ELL assessment.
* Make sure he or she gets plenty of sleep the night before each test and has a healthy breakfast.
* Support your child by explaining the purpose of the tests and helping with homework and test reviews.

We appreciate your partnership in helping [Insert School] fulfill the state and federal requirement for statewide assessments and supporting your child to do his/her best.

Do not hesitate to contact us with any questions you may have about statewide testing this year. Questions can be directed to [School Contact] at [Contact Information].

Sincerely,

[Principal’s Name]