English

**Sample Notice of Enrollment/Program Placement for 3+ years** (105 ILCS 5/Art. 14C)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is enrolled in grade \_\_\_\_\_ in the program checked below based on his/her English language proficiency (ACCESS/W-APT) test scores:

\_\_\_\_\_ Transitional Bilingual Education \_\_\_\_\_ Transitional Program of Instruction

\_\_\_\_\_ Dual language/Two-Way Immersion \_\_\_\_\_ Developmental Bilingual Education

This program will help your child learn English and the subjects required for grade promotion. We believe that this program is the best option to meet your child’s instructional needs and promote academic success in school. Information about this program, as well as other programs available for ELL students, is attached.

Your child’s English language proficiency test scores are indicated below:

**ACCESS for ELLs™**

|  |  |  |
| --- | --- | --- |
| **Area Tested** | **Student Score** | **Proficiency Level 1-6** |
| Listening |  |  |
| Speaking |  |  |
| Reading |  |  |
| Writing |  |  |
| Composite |  |  |

|  |  |
| --- | --- |
| **Proficiency Level** | **Description of English Proficiency Levels** |
| 1 - Entering | Knows and uses minimal social language and minimal academic language with visual support. |
| 2 - Beginning | Knows and uses some social English and general academic language with visual support. |
| 3 - Developing | Knows and uses social English and specific academic language with visual support. |
| 4 - Expanding | Knows and uses social English and some technical academic language. |
| 5 - Bridging | Knows and uses social and academic language working with grade level material. |
| 6 - Reaching | Knows and uses social and academic language at the highest level measured by this test. |

**We need your written approval to enroll your child in this program beyond three years.** To indicate your approval, please sign the attached form and return it to the school. If you do not sign this form, we cannot enroll your child in the program.

As a parent, you have the right to:

* visit the classes in which your child is enrolled and to meet with staff to learn more about the program.
* decline enrollment in a program, withdraw your child immediately from the program, or choose another program if available. You may take this action by sending a letter to your child’s school. Declining the recommended program will mean that your child may be placed in a program where English is the dominant language of instruction.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Administrator

English

Parent Approval Beyond Three Years (Page 2)

Parent Guardian Consent for Continued Placement

For School Year

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Transitional Bilingual Education \_\_\_\_\_ Transitional Program of Instruction

\_\_\_\_\_ Dual Language/Two-Way Immersion \_\_\_\_\_ Developmental Bilingual Education

Check one:

\_\_\_\_\_ Yes, I give the school permission to place my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the

 program checked above beyond the three year period.

\_\_\_\_\_ I request a meeting to discuss the recommendation before I make a decision.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date