

# MANCHESTER LOCAL SCHOOL DISTRICT

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August 1<sup>st</sup>, 2021

Re: Parent Notification of Limited English Proficient Students

Dear Parent or Guardian,

School District \_\_\_\_\_

Building \_\_\_\_\_

Date \_\_\_\_\_ Grade \_\_\_\_\_

Name of Student \_\_\_\_\_

Our district is required to assess the English language proficiency of all students whose home or native language is other than English. Your child's English communication skills have been assessed because your child's home or native language is not English. We have used the following tests to assess your child's English language proficiency:

Listening \_\_\_\_\_

Speaking \_\_\_\_\_

Reading \_\_\_\_\_

Writing \_\_\_\_\_

The following are the results of your child's English initial language assessments:

Communication Skill		Proficiency Level			
Listening	_____ Pre-functional	_____ Beginning	_____ Intermediate	_____ Advanced	_____ Proficient
Speaking	_____ Pre-functional	_____ Beginning	_____ Intermediate	_____ Advanced	_____ Proficient
Reading	_____ Pre-functional	_____ Beginning	_____ Intermediate	_____ Advanced	_____ Proficient
Writing	_____ Pre-functional	_____ Beginning	_____ Intermediate	_____ Advanced	_____ Proficient
Comprehension*	_____ Pre-functional	_____ Beginning	_____ Intermediate	_____ Advanced	_____ Proficient

*\*The Comprehension level is derived from Listening and Reading.*

Based on the results of the English language proficiency assessment as indicated above, the following program or combination of programs is being offered to help your child learn English and make academic progress (see definitions on page 3):

_____ English as a Second Language (ESL) class	Number of hours per week _____
_____ Structured immersion class	Number of hours per week _____
_____ Bilingual education class	Number of hours per week _____
_____ Native language support	Number of hours per week _____
_____ Tutoring sessions	Number of hours per week _____
_____ In-class (inclusion) support	Number of hours per week _____

The program or combination of programs indicated on the previous page is designed to help your child attain English language proficiency as quickly as possible so that your child can participate effectively in classrooms where English is the language of instruction. A student attains the required level of English proficiency to be exited from a district's limited English proficient (LEP) program when he or she:

- Obtains a composite score of 5 on the Ohio Test of English Language Acquisition (OTELA); or
- Obtains a composite score of 4 on the OTELA, subsequently completes a trial period of mainstream instruction and obtains a composite score of 4 or above on the OTELA during the trial period of mainstream instruction.

### **Special Conditions**

- Students will not be exited from the LEP program before Grade 3.
- Students who obtain a composite score of 4 or 5 on the OTELA in Grade 2 and obtain a composite score of 4 or above on the OTELA during the completion of a trial period of mainstream instruction in Grade 3 shall be exited from the program.

### **Transition Year**

LEP students who obtain a composite score of 4 or 5 on the OTELA in 2008-2009 will be exited from the program if they obtain a composite score of 4 or 5 on the OTELA in 2009-2010.

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Based on your child's level of English language proficiency, we expect that your child will receive English language services for approximately \_\_\_\_\_ years.

We invite you to visit the school and meet with the staff to learn more about this program. If you have questions, please contact \_\_\_\_\_ by calling \_\_\_\_\_.

Sincerely;

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*District Official Name*

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*Date*

**For Parent Use Only:**

I understand the information in this letter.

Yes \_\_\_\_\_ No \_\_\_\_\_

I would like someone to explain the information in my native language.

Yes \_\_\_\_\_ No \_\_\_\_\_

My native language is \_\_\_\_\_

I accept to have my child receive the program services indicated in this letter.

Yes \_\_\_\_\_ No \_\_\_\_\_

If you do not accept to have your child receive the program services indicated in this letter, we will discuss with you other support that your child may receive.

\_\_\_\_\_  
*Parent/Legal Guardian's Signature*

\_\_\_\_\_  
*Date*

Telephone number \_\_\_\_\_

**Note:** *Limited English proficiency is not a learning disability. However, some students may have a learning disability in addition to being limited English proficient. If your child is diagnosed as having a learning disability, he or she will be provided instruction consistent with an Individualized Education Plan developed in collaboration with you, your child's teachers and other specialists.*