



Jefferson Parish Public School System
Parent Notification Letter for Placement in English Language Learner Program and
Services in the 20__ - 20__ School Year

DATE: (mm/dd/yy) _____

To the parent(s)/guardian(s) of _____ in grade _____.

The Jefferson Parish Public School System (JPPSS) is committed to providing instructional and enrichment programs that will meet the needs of all students in our schools. In accordance with the educational goals of the district, we have designed an individual program of academic instruction to address the special language needs of your child.

The Office of English Language Learners (OELL) exists to ensure that children whose first language is not English, and/or who are limited in English, successfully participate and perform in an educational system. The goals of the program are to teach English Language Learners (ELL) students English as rapidly as possible and to increase performance on district and statewide assessments. After English learner students are screened and parents accept their placement, they are scheduled into English as Second Language (ESL) and content classes based on their English proficiency. ELL students are assigned to grade-appropriate content courses and scheduled into ESL classes based on their instructional needs.

For ELL students who are identified as a student with disability, an Individual Educational Plan (IEP) based on the instructional/physical/social/emotional needs is developed and implemented by an IEP team consisting of general education, ESL, and SPED teachers. Administrators, parents and related services professionals are also involved in the IEP development and implementation. Additional student instructional information is provided on a regular basis to students in special education or who qualify for Section 504 of the Rehabilitation Act.

SPECIALIZED LANGUAGE PROGRAMS

The specialized language programs provided by JPPSS include, but are not limited to:

- | | |
|------------------------------------|----------------------------------|
| English as a Second Language (ESL) | ESL designated classroom |
| ESL pull-out/push-in | Sheltered instruction in English |
| Dual Language/Two-Way Immersion | |

The specialized programs above will enable your child to become English proficient and access the general education curriculum to ensure academic success in school.

Certified teachers who are proficient in both oral and written English teach all of the above programs and any other language of instruction used with your child.

RECOMMENDATION FOR ESL PLACEMENT

Your child’s educational placement has been determined by his/her English proficiency assessment, achievement of grade appropriate educational goals, LEAP/ILEAP/EOC scores, and ELPT scores.

Our records indicate that your child’s current level of English assessment is:

- (circle one) ***Emerging*** ***Progressing***

Based on this level, we are recommending that your child participate in the ESL program provided at your district school (*Students with special needs are also assessed for placement at the school that can provide both SPED and ESL services*). If your child is a student with special needs, the JPPSS Special Education Department will send you a placement notice for your child.

EXIT PROCEDURES FOR OUR SPECIALIZED LANGUAGE PROGRAM ARE:

- 1. For grades K-12 :
 - a. Proficiency status of Proficiency on the English Language Proficiency Test (ELPT)

If you have any questions, please call my office for an appointment at _____. I am looking forward to meeting you and teaching your child.

Sincerely,

Principal

PARENT AGREEMENT SECTION

PARENT NOTIFICATION OF SPECIALIZED LANGUAGE SERVICES

In accordance with Every Student Succeed Act (ESSA) guidance, the school district must inform parents annually of the right to **accept** or **refuse** your child's participation in the specialized language program.

_____ I **ACCEPT** ESL services for my child, _____. My son/daughter will be appropriately scheduled into a specialized language instruction program.

_____ I **REFUSE** ESL services for my child, _____. My son/daughter will be scheduled in general education classes conducted solely in English with no specialized language instruction program. I understand that my son/daughter will continue to be federally identified as and English Language Learner (ELL) and is **required** by the state of Louisiana to take the annual English Language Proficiency Test (ELPT) which measures how much English a student has learned during the school year and is a determining factor in his/her exit status the following school year.

Parent's Signature

Date

***Important Notice: If a signed Parent Notification Letter for Placement is not received by the school within 2 weeks of the date listed above, your son/daughter will automatically be enrolled in the recommended ESL specialized program.**