



Office of English Language Learners
New York City Department of Education

Sample Title III Letter for Schools

SCHOOL YEAR 2005-2006

[Insert Date]

Dear Parent/Guardian of an English Language Learner:

Your child qualifies for supplementary services to increase English language proficiency and academic achievement under Title III of the *No Child Left Behind Act*.

According to this federal law, any child who is not progressing sufficiently toward a state-designated level of English proficiency is entitled to receive extra support. English proficiency is determined by a child's performance on either the Language Assessment Battery-Revised or the New York State English as a Second Language Achievement Test. According to your child's test results, he or she can receive additional support to help improve academic performance.

To assist your child, these supplementary services will:

This information must be provided by the school.

Provide program description, which must include:

- method of instruction;
- how the program will meet the educational strengths and needs of the student;
- how the program will specifically help the student learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- specific exit requirements for the program.

I strongly encourage you to take advantage of these supplementary services. However, if you wish, you may choose to withdraw your child from them. Please contact [insert designated staff member here] if you wish to do so. Also, I would be happy to meet with you to discuss the benefits of these services for your child.

If you have any questions, please do not hesitate to contact me.

Sincerely yours,

Principal