

PLACEMENT LETTER

[SCHOOL LETTERHEAD]

[DATE]

Dear Parent/Guardian:

Based on your child's entitlement as an English Language Learner (ELL) and your response to the Parent Survey and Program Selection Form,* your child, [CHILD'S NAME] has been placed in a [PROGRAM NAME] program. Participation in this program will be for the entire [SCHOOL YEAR] school year.

Your child's continued entitlement will be determined by his or her performance on the New York State English as a Second Language Achievement Test (NYSESLAT) which will be administered in the spring. It is in the best interest of your child to remain in the same program for as long as he or she is entitled to services. Studies show that students who remain in the same program from year to year tend to perform better on standardized English and mathematics city and state tests and are more academically successful than those who alternate between different programs.

We are looking forward to a productive academic year for your child in our school. Should you have any questions concerning your child's program options, please contact [CONTACT NAME] at [CONTACT INFORMATION].

Sincerely,

[PRINCIPAL'S NAME]

* If you did not submit a Parent Survey and Program Selection Form, your child was placed based on program availability and according to state regulations.