

ENTITLEMENT LETTER

[SCHOOL LETTERHEAD]

[INSERT DATE]

Dear Parent/Guardian:

At registration, you completed a Home Language Identification Survey (HLIS) for your child, [CHILD'S NAME]. Based on your responses to survey questions, your child was administered the New York State Identification Test for English Language Learners (NYSITELL) to determine his or her level of English proficiency. Your child scored a [SCORE] on the NYSITELL, entitling him or her to receive services as an English Language Learner (ELL) in one of the following programs:

- Dual Language (DL) programs provide instruction in two languages, to develop bilingualism in both languages. Students become proficient in reading, writing, and speaking in English and in the target language of the program (e.g., Spanish, Chinese). The DL model used is based on student demographics in the school and district; however, ELLs receive priority enrollment. The amount of instructional time dedicated to each language can vary by model and school.
- Transitional Bilingual Education (TBE) programs provide instruction in English and students' native languages to develop English proficiency, by gradually reducing the amount of instruction in their native language. Schools provide English Language Arts (ELA), Native Language Arts (NLA), and subject area classes in students' native languages and English. As students develop English proficiency, time spent learning in English increases and native language instruction decreases.
- Freestanding English as a Second Language (ESL) programs are offered in all New York City public schools and are taught in English to develop English proficiency. ESL programs may vary; some schools may offer standalone ESL classes while others may incorporate ESL instruction embedded in subject area classes (e.g., Science).

You have the opportunity to ask questions about educational programs and services that are available for your child and choose the program in which you would like to have your child enrolled at a parent orientation session [DATE] at [TIME AND PLACE]. Please bring the Parent Survey and Program Selection Form (which is attached to this letter). After the orientation, you will be asked to fill out this form, ordering program selections so that your first choice is the program in which you would most like to have your child enrolled, even if it is not currently offered at our school. This information will help us create programs that are responsive to parents' needs. You are strongly encouraged to attend the orientation so that you can make an informed choice. However, if you cannot attend the scheduled orientation, please call your Parent Coordinator, [PC NAME] at [NUMBER] to schedule an appointment or discuss program options over the phone. The Parent Survey and Program Selection Form should still be completed and returned to [PERSON OR OFFICE] by [DATE].

We will make every effort to honor the program you select for your child. However, parents who choose a Transitional Bilingual Education program that is not available at our school may transfer their child to another school in the district that has such a program. Please note that according to Part 154 of the Regulations of the

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Commissioner of Education for New York State, and based on your child's entitlement, at a minimum, your child must participate in a Freestanding English as a Second Language program.

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The program you choose for your child 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]