

TOOL 4: PLACING STUDENTS IN AN ENGLISH LEARNER PROGRAM AND NOTIFYING PARENTS

Once a student is identified and assessed, a determination must be made as to whether placement in the school's EL program is appropriate and notice given to the parents:

- EL program placement
 - The school must rely on objective criteria to place students in the EL program.
 - Placement in the EL program must occur within 30 days of the start of the school year.
 - Parents must be given the opportunity to opt out of the EL program.
- Parent notice
 - Notice of identification and placement in an American Language Program (ALP) must be provided to parents (in a language they understand) within 30 days.
 - The notice should include the following information:
 - The level of English proficiency and how level was assessed
 - The method of instruction and other available methods of instruction
 - How the program will meet the educational needs of the student
 - Graduation requirements
 - Exit requirements
 - LEP students and special education
 - The right of parents to remove their student from the program or refuse services