

## **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