Connecticut State Department of Education

Sample Parent Exit Notification Letter

Send Upon Exit From English Learner/Multilingual Learner Status

Xxxxxx Public Schools, Address, Telephone Number, Fax, Email

Date

To the Parents/Guardians of (Name of Student):

In order for a student to exit either the Bilingual Education or ESOL Program and no longer receive English Language acquisition support, they must meet the state mandated exit requirements. Your child took the Connecticut Alternate Assessment of English Language Proficiency (CAAELP) as determined by their Planning and Placement Team.  In Connecticut, the exit requirements for a student taking the CAAELP are a Productive Modality (Speaking and Writing) score of Level 3 or Level 4 **and** a Receptive Modality (Listening and Reading) score of Level 3 or Level 4.

When your child was assessed, they received a Productive Modality Performance Level of XXX and a Receptive Modality Performance Level of XX as measured by the CAAELP.

We are pleased to inform you that your child has mastered all the requirements to exit English learner/multilingual learner (EL/ML) services. Although your child will no longer be supported as a student who is an EL/ML, we will continue to monitor their progress for at least the next two years. If you have any questions about their placement for this school year, please contact xxxxxxxxxx, [title], at xxxxxxxx.

Sincerely,

[Name, Title]

Attachment (include appropriate scores or other information)