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 students to exit either the Bilingual Education or ESOL Program and no longer receive English language acquisition support, the student must meet the state mandated exit requirements. In Connecticut, the exit requirements are an Overall LAS Links Assessment score of a Level 4 or 5 **and** a Level 4 or 5 on **both** the Reading and Writing subtests.

When your child was assessed, they received an Overall Proficiency Level of XXX as measured by the LAS Links. Additionally, they received a Reading Proficiency Level of XX and a Writing Proficiency Level of XX as measured by these LAS Links subtests.

We are pleased to inform you that your child has mastered all the requirements to exit services as an English learner/multilingual learned (EL/ML). 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)