

REVISED 9-25-12

SAMPLE LETTER TO PRIVATE SCHOOLS REGARDING IDENTIFICATION OF LIMITED ENGLISH PROFICIENT (LEP)/ENGLISH LANGUAGE LEARNERS (ELLs)

The letter may be directed to the school Principal/Director

SUBJECT: Private School Limited English Proficient (LEP) Students/English Language Learners (ELLs) Under Title III, English Language Acquisition of No Child Left Behind (NCLB)

DATE: Letter must be sent annually -late spring or early summer

We are writing to inform you that Local Education Agencies (LEAs) receiving Title III funds must provide educational services to English language learners who are properly identified using district criteria and attend private schools that are located in the geographic area served by the LEA. Timely and meaningful consultation must occur between the LEA and private school personnel prior to the provision of services. Title III funds provided for educational personnel and services for private school students must be equitable to the funds provided for participating public school children, taking into account the number and educational needs of those children. Title III funds may be used for all assessments related to non-public school students.

Under Title III, we must contact private schools within our geographic area regarding our responsibilities for ELLs. Together we will determine the type of annual assessment that will measure the language development and academic progress for your ELLs as well as the mutually agreed upon exit criteria for these students. Additionally, we will develop the process for the evaluation of the effectiveness of the programs and services for ELLs in the private school setting. If the private school agrees to accept the services for ELLs, we will consult with you to determine the following:

- assessment protocol for your students;
- size and scope of the services to be provided to the eligible private school children;
- amount of funds available for those services;
- how, where and by whom the services will be provided;
- how the services will be assessed; and
- how the results of this assessment will be used to improve those services.

If you choose to accept Title III funding from the LEA for the purpose of identifying ELLs and providing services, then all identified English language learners MUST be reported to the Connecticut State Department of Education (CSDE) using form ED 159 after their assessment. The State Department of Education will send out the date for submission of this report on a separate letter to the private schools. Test results are not reported to the CSDE, however once students meet exit criteria, they are no longer reported on the ED 159 as ELL.

Only students who are identified as English language learners are to be reported in your ED 159 to the state. If you are NOT interested in accepting support from the LEA, you should not report students as English language learners to the state on the ED 159.

If you are submitting an ELL count on the ED 159, you must also send us a copy.

Please contact us to let us know if you are interested in receiving more information. If you have further questions, please contact _____ . Thank you.

Sincerely,