



**Norwood Public Schools  
English Language Learner Program  
Annual Letter**

Date \_\_\_\_\_

Dear Parent/Guardian:

Based on classroom performance and testing results, your child is still in need of English as a Second Language (ESL) services. According to the ACCESS English language proficiency assessment administered to your child last winter, she/he is at a(n) \_\_\_\_\_ English proficiency level.

Your child will continue to receive English Language Development services and classroom support from the ESL Teacher and Sheltered English Instruction in the mainstream classroom.

Your child will continue to be enrolled in the ELL Program until she/he can demonstrate competency in the mainstream classroom by being able to complete class work independently. Your child's scores on the MODEL English language proficiency test, the ACCESS English language proficiency assessment and the Massachusetts Comprehensive Assessment System (MCAS) will also be considered in the decision to exit your child from the ELL Program.

As parents/guardians, you have a legal right to meet with the principal, classroom teacher and /or ESL teacher concerning your child's educational progress. In addition, you have the right to refuse ELL services upon written notification by \_\_\_\_\_

If you have any questions about the ELL Program, please contact your school principal. Please sign and return the bottom of this letter to indicate you have read this letter.

Sincerely,

\_\_\_\_\_  
*ESL Teacher*

\_\_\_\_\_  
*Principal*

.....  
Student's Name: \_\_\_\_\_

I have read the above ELL Parent/Guardian Notification Letter.

Parent/Guardian Signature: \_\_\_\_\_