Connecticut State Department of Education

SAMPLE PARENT EXIT NOTIFICATION LETTER
SEND UPON EXIT FROM ENGLISH LEARNER STATUS
XXXXXX PUBLIC SCHOOLS, ADDRESS, TELEPHONE NUMBER, FAX, E-MAIL

Date

To the parents of (Name of Student):

In order for students to exit either the Bilingual Education and/or ESOL Program and no longer receive English language acquisition support, the student must reach 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, s/he received an overall proficiency level of _____ as measured by the LAS Links. Additionally, s/he received a reading proficiency level of _____ and a writing proficiency level of _____ as measured by the LAS Links.

We are pleased to inform you that your child has mastered all the requirements to exit services as an English Learner. Although your child will no longer be identified as an English Learner, we will continue to monitor your child's progress for at least the next two years. If you have any questions about the placement of your child for this school year, please contact xxxxxxxxxx, title, at xxxxxxxx.

Sincerely,
Name, Title

Attachment (include appropriate scores or other information)