

# Clovis Municipal Schools



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## Initial / Annual Parental Notification of English Language Education (ELE) and Title III Program Placement

Dear Parent(s)/Guardian(s):

In order to identify students who are English learners, state and federal regulations and guidance state that school districts must assess the English language proficiency of all students whose home language is other than English. Such students must be tested in reading, writing, speaking and listening. Your child has been tested in these areas. This letter explains whether your child is eligible for an English Learner Education (ELE) program. If so, it will also explain the program your child will receive and, if applicable, the additional services your child will receive as a result of the district receiving certain federal funds (Title III). The purpose of Title III is to help ensure that limited English proficient students master English and meet the same challenging state academic achievement standards that all children are expected to meet. If your child has additional education needs that require Special Education Services, Title III programs and services shall meet the objectives of the Individualized Education Program (IEP).

### **SECTION I - ELE Program Placement (complete for students assessed for English proficiency in all schools)**

The following are the results of this English language assessment(s):

Student Information			
First Name _____		Middle Name _____	Last Name _____
Current School Name _____		Grade _____	Start Date in ELE Program _____
Placement Tool	Domain	Results	Date of Assessment
	<u>  </u> S <u>  </u> L <u>  </u> R <u>  </u> W		day / month / year
	<u>  </u> S <u>  </u> L <u>  </u> R <u>  </u> W		day / month / year
Continuing ELL Students and/or Transfer Students		Results	Date of Assessment
ACCESS for ELLs – Grade _____			day / month / year
ACCESS for ELLs – Grade _____			day / month / year
ACCESS for ELLs – Grade _____			day / month / year
ACCESS for ELLs – Grade _____			day / month / year
LAS Links (if applicable)			day / month / year
English Language Proficiency Level based on language assessment data and other measures:			
L1 - Entering		L4 - Expanding	
L2 - Beginning		L5 - Bridging	
L3 - Developing		L6 - Reaching	
<u>      </u> Not Enrolled in an ELE Program (Pre-K only)			

**Enrolled in an ELE Program:** The school district proposes to place your child in the indicated program:

\_\_\_\_\_ **English as a Second Language (ESL) classes:** direct English language instruction focused on developing speaking, listening, reading, and writing skills in English (Secondary Only)

\_\_\_\_\_ **Sheltered content instruction classes:** content area instruction that integrates sheltering strategies to make content comprehensible and develop content area academic language. The student receives sheltered content instruction in **Mathematics, English Language Arts, Social Studies, Science**

**Bilingual Education Program**  
(where available) – a program that develops student’s language skills in two languages (English + another language). This program includes native English speaking students and students who are native speakers of the other language.

\_\_\_\_\_ **Dual Language**

\_\_\_\_\_ **Heritage Language**

**Program placement and or method of instruction for student whose assessment indicates that s/he is not an English Learner (EL):**

\_\_\_\_\_ **General Education** – The mainstream, general education classroom. **Your child was not found to be an English learner and therefore does not require a specific ELE program.**

You also have the right to opt out of the language program chosen for your child, and other programs for English Learners offered by the District. Federal and state laws require that the District provide your child with support so he or she can understand instruction taught in English and develop his or her English skills. This means that if you choose to opt out, your child’s teachers will support your child in the regular classroom. But if you opt out of language programs, **your child will not receive specialized English as a Second Language (ESL) instruction focused on language skills.** We think ESL instruction would help your child learn English and succeed in school, so we recommend that you allow your child to be part of our language programs. This type of instruction is especially important if your child is just beginning to learn English or struggles to understand, speak, read or write in English. If you decide to opt out of language services for your child, please contact district staff

**CMS Federal Programs  
Bilingual Multicultural Education Coordinator  
Santi Gutierrez  
1009 Main St., Clovis NM 88101  
(575) 769-4326.**

**SECTION II Exit Criteria**

**Specific ELE/Title III Exit Requirements: When your child demonstrates proficiency in English, he or she will no longer be classified as an EL. Therefore, he or she will be exited from the ELE program and will not be eligible for ELE/Title III services.** Students who are no longer classified as **English Learners** must be monitored by the district for **two years** to ensure that they are succeeding academically. The district must provide language support services to such students and/or recommend re-entry to the ELE program, if these students struggle to meet grade-level academic expectations due to lack of English language proficiency. **Your child will continue to receive ELE support services until he or she meets the following criteria:**

<input type="checkbox"/> Earns a score of at least 5 in all language domains on ACCESS for ELLs	AND	<input type="checkbox"/> Demonstrates the ability to perform ordinary classroom work in English
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Final classification:

**The student met the criteria. He or she is no longer considered an English Learner. His or her academic performance will be monitored for two years.**

**The student has not met the criteria. He or she is still considered an English Learner, and will be placed in the \_\_\_\_\_ program offered by the district.**

Comments:

CMS staff members are available to speak to you or meet with you about your child's placement and the school's ELE and/or Title III programs. We strongly encourage you to call us if you have any questions. Please contact us through the District contact person listed below. Thank you.

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Name of Instructor/Coordinator, Title  
Telephone Contact/Email Contact