



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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**TITLE:** CONTINUING ENROLLMENT IN PROGRAMS FOR SECONDARY ENGLISH LEARNERS

**NUMBER:** REF-980

**ISSUER:** James Morris, Assistant Superintendent  
Instructional Support Services

**DATE:** May 7, 2004

**ROUTING**  
Local District Administrators  
Local District EL Program Staff  
Middle School Principals  
High School Principals  
EL Program Coordinators  
UTLA Chapter Chairs

**PURPOSE:** The purpose of this memorandum is to provide schools with revised letters and procedures for communicating with parents of English learners (ELs) annually, regarding student English Language Development (ELD/ESL) progress and instructional program placement for the next school year.

**MAJOR CHANGES:** The major changes are the revision of the "Parent Notification of Continuing Enrollment in Secondary English Learner Programs" letter (See attachments for the letter in a language appropriate for parents at your school.) and the requirement to attach a copy of the parent brochure to the letter.

**INSTRUCTIONS:** I. BACKGROUND

During the school year, English learners with "less than reasonable fluency," working at ELD Levels 1-4 (Intro to ESL A – ESL 2B), participated in the following programs on the basis of parental choice:

- Structured English Immersion Program
- Basic Bilingual Program (with a parental exception waiver)
- Dual Language Program (with a parental exception waiver)
- Mainstream English Program (with a written parent request)

Schools must determine whether or not English learners are eligible to continue in the program previously selected by their parents for the next school year. English learners who have not reached the English Language Development (ELD) level 5 standards (ESL 3/4 or PRP grade level English class) should be recommended to continue in their current program, unless there is a sound educational reason to recommend otherwise.

II. PARENT NOTIFICATION USING LETTERS AND BROCHURES

A. English Learners who reach ELD Level 5 standards (ESL 3/4 or PRP)

When English learners reach ELD Level 5 standards (ESL 3/4 or PRP), they have attained a reasonable level of fluency in English. This occurs



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when students demonstrate successful performance in the ESL 2B course as measured by the course's assessments in listening and speaking, reading and writing. These students are to be placed in the Mainstream English program the following school year, or semester, and parents must be informed using the "Parent Notification of Continuing Enrollment in Secondary English Learner Programs" letter. After students attain reasonable fluency and the parents have been informed, it is no longer necessary to send this letter each subsequent year.

The achievement of reasonable fluency does not mean that the student has reclassified. Students with ELD Level 5 (ESL 3/4 or PRP) continue to receive instruction in English language development and standards-based core curriculum using Specially Designed Academic Instruction in English (SDAIE) in preparation for reclassification and mainstream instruction.

- B. English Learners who have not reached ELD Level 5 standards (Students in Intro to ESL A/B, ESL 1A, ESL 1B, ESL 2A or ESL 2B)

When English learners in the Structured English Immersion or Basic Bilingual Programs have not attained reasonable fluency by the end of the school year, parents must select the instructional program that is best for their child for the following school year. Regardless of current instructional program participation, parents may select any program. If they choose to have their child continue in a bilingual program or change to a bilingual program, they must request a "Parental Exception Form" and bring the signed waiver form to the school.

### III. PROCEDURES

Schools should follow the steps below:

- A. Examine final grade reports at the end of the school year (or semester) for students enrolled in ESL courses ranging from Intro ESL A through ESL 2B in order to determine course placement for the next school year (or next semester.)
- B. Complete the top portion of the "Parent Notification of Continuing Enrollment in Secondary English Learner Programs" letter, in the student's home language, with the school and student information.
- C. Attach a copy of the "Instructional Programs for English Learners" parent brochure, in the student's home language, and send home.



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- D. Log returned letters and waivers with signatures, and file in student's cumulative record.
- E. Log returned requests for more information and arrange a parent conference.
- F. When parents do not respond, send a second parent notification letter and a third, if needed. Log the date sent and place a dated copy in the student's cumulative record.
- G. Attempt to make a parent contact for all students for whom there is no parent response.
- H. When a parent does not respond after three notices, assign the student to the Structured English Immersion Program unless the student has attained reasonable fluency. Document this course of action on a copy of the last letter sent home and include in the student cumulative record.

**ASSISTANCE:** For assistance or further information please contact your Local District English Learner Program Staff.

LOS ANGELES UNIFIED SCHOOL DISTRICT

**Parent Notification of Continuing Enrollment in Secondary English Learner Programs**

Name of student: \_\_\_\_\_ Birth date: \_\_\_\_\_

School Name: \_\_\_\_\_ Track: \_\_\_\_\_ Grade: \_\_\_\_\_

During this school year, your child participated in the following English Learner Program:

☐ **Structured English Immersion Program**

☐ **Basic Bilingual Program**

☐ **Mainstream English Program**

☐ **Dual Language Program**

\_\_\_\_ Your child has demonstrated reasonable fluency in English and will be placed next school year, or next semester, in a Mainstream English Program class: ☐ **ESL 3** ☐ **ESL 4** ☐ **PRP English**

\_\_\_\_ Your child has not achieved reasonable fluency. S/he has the following level of English fluency:

☐ **Intro ESL A/B** ☐ **ESL 1A** ☐ **ESL 1B** ☐ **ESL 2A** ☐ **ESL 2B** According to law, the parent or guardian has the right to determine the most appropriate program placement for the next school year, or next semester. Please read the attached parent brochure and program descriptions listed below and select the program you believe would be best for your child.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**➤➤ Please read the attached brochure. Complete, sign, and return this entire letter to school. ⬅⬅**

\_\_\_\_ I would like my child to continue in the same English Learner program (indicated above) next year, or next semester.

\_\_\_\_ I would like to change my child's program placement for the next school year, or next semester. I have indicated my selection below.

\_\_\_\_ **Structured English Immersion Program** Students receive daily English language development (Intro ESL A – ESL 2B) to help them acquire English, and teachers use special methods in English to help students meet grade-level standards. Student access to grade-level standards may be delayed while the student is learning English.

\_\_\_\_ **Basic Bilingual Program** Students receive daily ELD lessons (Intro ESL A – ESL 2B) to help them acquire English, and bilingual teachers use the students' home language to help them meet grade-level standards. As students become more proficient in English, the teacher uses special methods in English to help students meet grade-level standards. At this time, I request a Parental Exception Form.

\_\_\_\_ **Dual Language Program** *(if available at your school site)* Bilingual teachers use two languages, English and the home language, to teach all subjects. At this time, I request a Parental Exception Form.

\_\_\_\_ **Mainstream English Placement** Students receive grade level academic instruction in English only. This program is designed for native-English speakers and English learners who have achieved reasonable fluency. At this time, I would like to schedule a parent conference with the principal to discuss this option.

\_\_\_\_ I have read the information above and would like to schedule a parent conference to discuss my child's program placement for next year, or next semester.

Parent Signature: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_ Date: \_\_\_\_\_

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

**Notificación a los padres sobre la inscripción continua de su hijo(a) en los  
programas para alumnos de inglés en la secundaria**  
Parent Notification of Continuing Enrollment in Secondary English Learner Programs

Nombre y apellido del (de la) alumno(a): \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_

Nombre de la escuela: \_\_\_\_\_ Ciclo: \_\_\_\_\_ Grado: \_\_\_\_\_

Durante este año escolar su hijo(a) participó en el siguiente programa para alumnos de inglés:

- ☐ **Inmersión Estructurada en Inglés**      ☐ **Programa Bilingüe Básico**  
☐ **Programa Regular en Inglés**      ☐ **Programa de Instrucción Bilingüe Consecutiva**

\_\_\_\_\_ Su hijo(a) ha logrado el nivel de fluidez razonable en inglés y se le asignará el año escolar entrante, o el próximo semestre, a una clase del Programa Regular en Inglés: ☐ **ESL 3** ☐ **ESL 4** ☐ **PRP inglés**

\_\_\_\_\_ Su hijo(a) no ha logrado fluidez razonable. Está en el siguiente nivel de fluidez en inglés:  
☐ **Intro ESL A/B** ☐ **ESL 1A** ☐ **ESL 1B** ☐ **ESL 2A** ☐ **ESL 2B**. Conforme a la ley, los padres tienen el derecho de determinar la asignación al programa más adecuado para el próximo año escolar, o el próximo semestre. Por favor, lea el folleto adjunto de información para los padres y las descripciones de los programas que se ofrecen a continuación y seleccione el programa que, en su opinión, sea el más adecuado para su hijo(a).

Firma del (de la) director(a): \_\_\_\_\_ Fecha: \_\_\_\_\_

>>Haga el favor de leer el folleto adjunto. Por favor llene, firme y devuelva esta carta entera a la escuela.<<

\_\_\_\_\_ Deseo que mi hijo(a) continúe en el mismo programa del Plan Maestro (indicado arriba) el año que viene.

\_\_\_\_\_ Deseo que se asigne a mi hijo(a) a otro programa el próximo año escolar, o el próximo semestre. Mi elección es la siguiente:

\_\_\_\_\_ **Programa de Inmersión Estructurada en el Idioma Inglés** Los alumnos reciben lecciones diarias de Desarrollo del Idioma Inglés (Intro ESL A – ESL 2B) para ayudarlos a adquirir el inglés y los maestros utilizan métodos especiales en inglés para ayudar a los alumnos a cumplir con las normas académicas del grado académico. El acceso de los alumnos a las normas mencionadas se puede demorar mientras aprenden inglés.

\_\_\_\_\_ **Programa Bilingüe Básico** Los alumnos reciben lecciones diarias de Desarrollo del Idioma Inglés (Intro ESL A – ESL 2B) para ayudarlos a adquirir el inglés, y los maestros bilingües utilizan la lengua materna de los alumnos para que logren las normas del grado. A medida que los alumnos van dominando más el inglés, el maestro utiliza métodos especiales en dicho idioma para ayudarlos a satisfacer las normas. Por medio de esta hoja, pido que se me proporcione la Petición de Exención para solicitar este programa.

\_\_\_\_\_ **Programa de Instrucción Bilingüe Consecutiva** (si existe en su escuela) Los maestros son bilingües y utilizan dos idiomas, el inglés y la lengua hablada en el hogar, para enseñar todas las materias. Por medio de esta hoja, pido que se me proporcione la Petición de Exención para solicitar este programa.

\_\_\_\_\_ **Asignación al Programa Regular en Inglés** A los alumnos se les imparte la enseñanza académica del grado en inglés únicamente. Este programa se destina a hablantes nativos del inglés y a los alumnos de inglés que han logrado el nivel de fluidez razonable en inglés. En este momento, deseo programar una cita con el (la) director(a) para hablar sobre esta opción.

\_\_\_\_\_ He leído la información anterior y quisiera programar una cita para hablar sobre la asignación de mi hijo(a) a un programa para el año próximo, o el próximo semestre.

Firma del padre o madre: \_\_\_\_\_ Teléfono: (    ) \_\_\_\_\_ Fecha: \_\_\_\_\_