

## Sample letter to notify parents of school's intent to serve student in ALS

The parents of  
<<Student Name>>  
<<Street Address>>  
<<City, State Zipcode>>

Dear parent:

The home language survey completed at the time your student was registering for school indicated that your student's first or primary language is not English. Students who speak a first language other than English or who live in homes strongly influenced by a language other than English, often need extra help developing proficiency in English.

Your child was tested for English fluency in speaking/hearing, reading and writing on <<date>>. The results of the test indicate your child may benefit by receiving Alternative Language Services (ALS). Such services are designed to assist your child in strengthening his/her English language skills.

The school would like to begin services to your child on <<date>>. As a parent you have the right to refuse these services if you desire. If you have questions or concerns regarding ALS placement of your student, please contact <<school representative>> at <<phone>> or <<email>> by <<date>>.

Sincerely,

<<school>> ALS Team

## ELL Service Plan

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**Student Name**

**Parent/Guardian Notification**

Parent has been notified in writing of school's intent to serve student with ALS services.

**Instructional Setting** (check selection which best describes how student will receive language services)

- English as a Second Language (ESL)
- Sheltered English Instruction
- Structured English Immersion Program
- Partial English Immersion
- Total English Immersion

**Instructional Accommodations**

**Special Needs/Considerations**

**Accommodations for Testing/Assessment**

This service plan has been reviewed and approved by the school Alternative Languages Services team.

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Team Leader/Member Signature

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Date