Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian,

This letter is to advise you that your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will be participating in the annual English Language Learner (ELL) language proficiency assessment, ACCESS FOR ELLS. This assessment is mandated by federal and state law and helps us determine your child’s level of English language proficiency in the subjects of listening, speaking, reading, and writing.

This year, the ACCESS for ELLs assessment will take place between the dates of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your child’s participation in this assessment will not in any way affect his/her grades in the classroom. Although the classroom grade will not be affected, it is very important that your child takes this test seriously and strives to do their very best. The school will be able to use the results of this test to track your child’s progress in their attainment of academic English language proficiency and to help us make informed decisions to plan instruction and provide appropriate support services to best meet your child’s academic needs.

If you have any questions or concerns regarding the ACCESS for ELLs assessment, please do not hesitate to contact the school.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Guidance Counselor Phone Number