



TITLE: Annual Notification Requirements for Parents of English Learners (K-12)

NUMBER: BUL-4872.1

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DATE: August 17, 2018

PURPOSE: The purpose of this bulletin is to provide schools with information on the annual notification procedures for parents of English Learners (ELs), as required by Title I, Title III and state law.

MAJOR CHANGES: This bulletin replaces BUL-4872.0, titled *Annual Parent Notification Requirements Under Title III of the No Child Left Behind Act for Elementary Schools*, dated September 3, 2009 and BUL-4871.0, *Annual Parent Notification Requirements Under Title III of the No Child Left Behind Act for Secondary Schools*, dated September 3, 2009. Major changes include:

- Policy updated to reflect changes per Proposition 58, California Education for a Global Economy Initiative (CA Ed.G.E. Initiatives)
- Updated Master Plan Instructional Program names
- New English Language Proficiency Assessments for California (ELPAC)
- Guidance on procedures for documenting and maintaining parental notifications
- Updated *Annual Assessment Results and Program Placement for English Learners* parent notification letter
- Notification requirements and procedures for continuing English Learners (ELs) enrolling from within and outside of LAUSD
- Parental notifications requirements moved from Title III, Part A to Title I, Part A of the Elementary and Secondary Education Act (ESEA).

BACKGROUND: The No Child Left Behind (NCLB) Act of 2001 has been reauthorized as the Every Student Succeeds Act (ESSA) and provides supplemental funding to districts to implement programs designed to improve the English Language proficiency and academic achievement of English Learners.

The Every Student Succeeds Act (ESSA) amendments to Title I and Title III (effective July 1, 2017) moves several provisions relevant to ELs (*e.g.*, accountability for performance on the English language proficiency assessment)



from Title III, Part A as amended by the ESSA to Title I, Part A of the of the Elementary and Secondary Education Act (ESEA).

Title III, Part A, officially known as the English Language Acquisition, Language Enhancement and Academic Achievement Act requires school districts to ensure that English Learners, including immigrant children, attain English proficiency and meet the same challenging state academic content and achievement standards that all students are expected to meet.

Additionally, Title I funded districts must ensure meaningful communication with parents of English Learners in a language they can understand. Parents of ELs must be notified annually of their child's participation in a language instructional program. Schools must inform parents about how they can be active participants in assisting their child to learn English, achieve at high levels in core academic subjects, and meet the same challenging state academic content and standards that all students are expected to meet. [ESEA, Title I, Section 1112 (g)(1)(A)]

On November 2016, California voters approved Proposition 58, also known as the California Education for a Global Economy Initiative (CA Ed.G.E. Initiative). The purpose of the CA Ed.G.E. Initiative is to ensure that all children in California public schools receive the high quality education, master the English language, and access high-quality, innovative, and research-based language programs that prepare them to fully participate in a global economy.

Proposition 58 promotes bilingualism for all students and no longer requires English-only education for English Learners. It allows schools to utilize multiple programs, including bilingual education. Furthermore, Parental Exception Waivers for participation in a Dual Language/Bilingual program are no longer required.

INSTRUCTIONS: I. PARENTAL NOTIFICATION REQUIREMENTS

Schools have an obligation to engage in meaningful communication with parents in a language they can understand and to adequately notify parents of information about language acquisition instructional programs and EL services. When fifteen percent or more of the student population speaks a single primary language other than English, as determined by the preceding year's Language Census Report, the school is required to send all correspondence to parents in English and the primary language (EC 48985).

Title I requires schools to inform parents/guardians of initially identified English Learners, within 30 days after the beginning of the school year (or, if during the school year, within two weeks of child being placed in a program), of the following:



- A. The reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;
- B. The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
- C. The methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- D. How the program in which their child is, or will be participating, will meet the educational strengths and needs of their child;
- E. How such program will specifically help their child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- F. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program if funds under this part are used for children in secondary schools;
- G. In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;
- H. Information pertaining to parental rights that includes written guidance that:
 - 1. Details the right that parents have to have their child immediately removed from such program upon their request;
 - 2. Explains the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
 - 3. Assists parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible school.

To meet the above requirements, parents/guardians are provided verbal and written descriptions of the Master Plan instructional program options, including all educational opportunities available to students, and the educational materials to be used in the different program options at time of enrollment, annually and upon request. [ESEA, Title I, Section 1112 (g)(1)(A)]



II. ANNUAL PARENTAL NOTIFICATION PROCEDURES

For English Learners who were enrolled in the District the previous school year, parental notification must be provided no later than 30 calendar days after the beginning of the school year. The annual notification process applies to continuing EL students only.

NOTE: Refer to the *Initial Notification Requirements for Parents of English Learners*, Reference Guide 4380.2, dated September 24, 2013, for notification requirements of newly enrolled EL students.

To meet Title I parent notification requirements, the *Annual Assessment Results and Program Placement for English Learners* letter contains current Master Plan program placement and assessment information for continuing EL students. Schools must confirm the students' program placement by reviewing the placement options section of the letter. This letter is available in the [My Integrated Student Information System](#) (MiSiS), under Reports, English Learner, Annual English Learner Letter.

Parents/guardians must annually choose an instructional program and confirm their child's instructional program placement using the *Annual Assessment Results and Program Placement for English Learners* letter. The parent/guardian is to review and complete the bottom portion of this letter titled *Parent Consultation and Approval* (see below). The parent/guardian must check all that apply, and then sign and return the completed annual parent notification. The letter must contain the parent's or guardian's signature.

For continuing ELs enrolling from within and outside of LAUSD, schools' EL designees must discuss the instructional program options and reclassification criteria with the parent/guardian to ensure proper placement. Schools' EL designee shall provide the *Annual Assessment Results and Program Placement for English Learners* letter, *Instructional Programs for English Learners* parent brochure and the *Parent Notification of Reclassification Criteria* to parents/guardians within two weeks of enrollment at the school site.



Parent Consultation and Approval		
PLEASE CHECK ALL THAT APPLY, THEN SIGN AND RETURN THE ENTIRE LETTER TO SCHOOL:		
<input type="checkbox"/> I received information about my child’s progress and the English learner programs. I agree with my child’s placement.		
<input type="checkbox"/> I am interested in a dual language/bilingual program. I will submit a Participation Request Form.		
<input type="checkbox"/> I have read the information above and would like to schedule a parent conference to discuss my child’s test results, program placement, or other program choices.		
_____	() _____	_____
Parent signature	Telephone Number	Date

NOTE: The parent/guardian must make a selection on the *Parent Consultation and Approval* section of this letter. If a selection is not made, the school must follow up with the parent to confirm program placement.

In addition to this letter, schools must inform parents in writing of the instructional program options and the program exit criteria using the following:

- *Instructional Programs for English Learners* parent brochure – Elementary or Secondary available on the MMED [website](#)
- *Parent Notification of Reclassification Criteria* (available on the Multilingual and Multicultural Education Department website at <https://achieve.lausd.net/Page/172#spn-content>)

NOTE: Ensure to file a copy of all parent notification documents referenced in this policy in English and in the home language in the blue Master Plan folder in the student’s cumulative record.

The following steps will ensure that schools meet the Title I annual parent notification requirement:

- A. Verify the accuracy of Master Plan program placement information in the MiSiS *Master Plan Instructional Program Information* screen or by downloading and reviewing the Master Plan rosters. The Master Plan program recorded in MiSiS identifies the EL services appropriate for the student’s language proficiency level as well as the Master Plan instructional program choice selected by the parent/guardian.

NOTE: For continuing ELs enrolling from within and outside of LAUSD, record the instructional program chosen by the parent/guardian in MiSiS with a program start date, then print the *Annual Assessment Results and Program Placement for English Learners* letter. The *Annual Assessment Results and Program Placement for English Learners* letter, the *Instructional Programs for*



English Learners parent brochure, and the reclassification criteria is to be reviewed with the parent and confirmed at the time of enrollment.

- B. Print the *Annual Assessment Results and Program Placement for English Learners* letter using MiSiS.

The parent notification letter will print in English or in English and Spanish, based on the parent home correspondence language entered in the *Parent/Guardian Information* screen in MiSiS. If the parent's language is other than English or Spanish, the letter must be completed manually in the parent's primary language and attach it to the English version of the letter. Additional translations of the *Annual Assessment Results and Program Placement for English Learners* letter is available in Armenian, Chinese, and Korean on the Multilingual and Multicultural Education Department (MMED) website under "[Forms](#)."

- C. Make copies of all the letters.

NOTE: Keep on file at the school site until the original letter is returned with a parent signature.

- D. Attach the *Instructional Programs for English Learners* parent brochure and the *Parent Notification of Reclassification Criteria* to the *Annual Assessment Results and Program Placement for English Learners* letter.

- a. Letters are available in Armenian, Chinese, and Korean on the MMED website under "[Forms](#)."

- E. File the returned *Annual Assessment Results and Program Placement for English Learners* letter in the student's blue Master Plan Folder in the cumulative record.

- F. The school must document the Parent Notification date (the date the letter was first sent to the parent) in the *Mass Notification Date Entry* screen in MiSiS.

- a. The MiSiS Job Aid is available at <http://achieve.lausd.net/Page/8061>
b. Select Training > Job Aids> English Learners

III. ADMINISTRATOR RESPONSIBILITIES

Title I funded districts must implement an effective system for communicating with parents of ELs. The principal, as the custodian of records, is responsible for ensuring that evidence of effective parental



communication is documented and maintained in the blue Master Plan Folder. The English Learner documentation contained in the folder must be secured, accurate, and complete.

To ensure English Learner documentation is complete, schools must exercise and document reasonable attempts to obtain the signed parent notifications or documents from parents or guardians. The procedure for documenting school's reasonable attempts is as follows:

1. Annotate the school's notification copy indicating the original date the notification was first sent.
2. If the original notification is not returned within a reasonable amount of time (5-7 days), annotate the copy on file by indicating the date of the second notification attempt. Resend a copy of the annotated notification to the parent/guardian.
3. If the annotated notification copy is not returned within 3-5 days, contact the parent/guardian by telephone as a reminder and request return of the signed notification. If contact by telephone is not successful, annotate the parent notification by indicating the date and time the call was made. File the annotated-notification in the student's Master Plan Folder in the cumulative record.

Failure to implement the District's notification procedures in this area could subject the school to uniform complaints under the District's Uniform Complaint Procedures and/or findings of non-compliance by the District, State or Title III and title I auditors.

NOTE: Review BUL-3448.2, *Master Plan Documentation for English Learners, ETK-12*, dated February 4, 2016 for additional information and guidance for maintaining EL documentation.

ATTACHMENTS: All documents referenced in this policy are available in English, Spanish, Armenian, Korean, and Chinese from the 'Forms' link on the Multilingual and Multicultural Education Department website at <https://mmed.lausd.net>.



**RELATED
RESOURCES:**

U.S. Department of Education web link:
<http://www.ed.gov/programs/sfgp/nrgcomp.html#paren>

[ESEA. Title I, Section 1112 \(g\)\(1\)\(A\)](#)

[2018 Master Plan for English Learners and Standard English Learners \(Chapter 1 & 4\)](#)

[BUL-5619.7, *Reclassification of English Learners*, dated July 26, 2018](#)

[BUL-3448.2, *Master Plan Documentation for English Learners, ETK-12*, dated February 4, 2016](#)

[MEM-5818.5, *Nondiscrimination Required Notices and Ordering of Student Brochures*, dated March 15, 2017](#)

[BUL-5159.8, *Uniform Complaint Procedures*, dated July 30, 2018](#)

[California Department of Education](#)

[*English Learner Onsite 2018-19 Program Instrument*](#)

ASSISTANCE:

For assistance with technical support regarding the printing of the *Annual Assessment Results and Program Placement for English Learners* letters, please contact the MiSiS Helpdesk at (213) 241-5200 and select option 5.

For information regarding English learners and Title III parental notification requirements, please contact your Local District English Learner Programs Coordinator or the Multilingual and Multicultural Education Department at (213) 241-5582.