



Multilingual and Multicultural Education Department

Change of Program Request

School _____ Date _____

My child, _____, _____ in grade _____,
(First and Last name) (Student ID)

currently has an English Language Proficiency level of ____ as measured by the California English

Language Proficiency Test and is in the _____ program for English Learners (ELs).

I would like to request a change of program to:

- Structured English Immersion Program
Mainstream Program*

I have discussed the instructional implications of this change with the following school personnel:

- My child's teacher
EL Designee
School counselor (if applicable)
Principal
Other _____

I have not discussed this change with school personnel.

Signature of Parent or Guardian

The request for a Mainstream program will require the following documentation:

- 1. A hand written request from the parent/guardian
2. A completed Change of Program Request Form
3. A completed Mainstream-Withdrawn by Parent Request Conference Checklist
4. An Instructional Services Plan (a written instructional plan, approved and signed by the Principal, detailing how the school will address and monitor the linguistic and academic needs of the student)

Federal and State guidelines require schools to continue to monitor and meet the linguistic and academic needs of EL students who are withdrawn by parent request.

A copy of the required document must be sent to the Local District EL Programs Coordinator within 15 days. Thereafter, the LD EL Programs Coordinator will forward copies of documents to MMED. Original documentation is to be maintained in the student's cumulative record in the blue Master Plan folder.