



Los Angeles Unified School District
Division of Instruction
Multilingual and Multicultural Education Department

Change of Program Request

School _____ Local District _____ Date _____

My child, _____, _____ in grade _____, currently has an English Language
(First and Last name) (Student ID)

proficiency level of _____ as measured by the English Language Proficiency Assessments for California (ELPAC) and is
in the (current program) _____ program for English Learners (ELs).

I would like to request a change of program to:

- Language and Literacy in English Acceleration Program (L2EAP)
- Mainstream English Program*

This request is for the _____ academic school year.

___ 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 the instructional implications this change with school personnel.

Signature of Parent/Guardian

SCHOOL INSTRUCTIONS

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

1. A hand-written request from the parent/guardian
2. A completed Mainstream-Withdrawn by Parent/Guardian Request Conference Checklist
3. An Instructional Services Plan (a written instructional plan, approved 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guidelines require schools to continue to monitor and meet the linguistic and academic needs of EL students who are withdrawn from an English Learner Master Plan program.

A copy of the required documents must be sent to the Local District English Learner Programs Coordinator within 15 days. Original documentation is to be maintained in the student's cumulative record in the blue Master Plan folder.