

INFORMATION TO BE INCLUDED DURING PARENT CONFERENCE

The LEA must ensure that appropriate notification is made to parents prior to placing a student in an English language instruction educational program. According to Title III, Part C, Section 3302(a), each LEA shall, “not later than thirty (30) days after the beginning of the school year, inform a parent or the parents of a limited-English proficient child identified for participation in, or participating in,” an English language instruction educational program, about the following:

- φ The reasons for the identification of the student as limited-English proficient and in need of placement in an English language instruction educational program.
- φ The student's level of English proficiency, how such level was assessed, and the status of the student's academic achievement, to the extent known.
- φ The method of instruction to be used in the English language instruction educational program and how the program differs in content, instructional goals, and the use of English from “regular” programs in the school.
- φ How the program will meet the educational strengths and needs of the student.
- φ How the program will specifically help the student learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
- φ Specific exit requirements for the program, the expected rate of transition from the program into regular classrooms, and the expected rate of graduation from high school, if appropriate.
- φ If applicable, how the program meets objectives of the student's individualized education plan (IEP).

Specifically, the following information pertaining to parental rights must be provided in writing:

- φ The right of parents to have their child immediately removed, upon their request from the English language instruction educational program.
- φ The options that parents have to decline to enroll their child in an English language instruction educational program or to choose another program or method of instruction if another program or method is available.
- φ The assistance that will be provided for parents in selecting from among various programs and methods of instruction if more than one program or method is offered by the LEA.

Each LEA must implement "an effective means of outreach" so that parents of ELLs can:

- φ Be involved in the education of their children.
- φ Be active participants in assisting their children to learn English, to achieve at high levels in core academic subjects, and to meet the same challenging state content and student achievement standards as all children are expected to meet.

If a student has not been identified for participation in an English language instruction educational program prior to the beginning of the school year, the LEA must carry out the parent notification requirements within two (2) weeks of a student being placed in such a program.