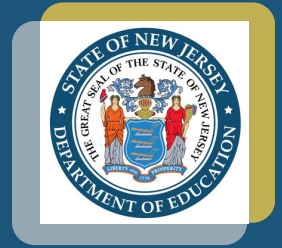


Title I, Part A Multilingual Learner Parent Notifications



All parents have a right to be an informed partner in their child's education.



Delivering language instruction notifications to the parents of multilingual learners is a requirement under Title I, Part A and a joint responsibility under Title III, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA).

Each local educational agency (LEA) shall notify a parent or guardian their child has been identified as a multilingual learner. The notification shall:

- Be in writing and dated.
 - **Within 30 calendar days:** For a student who enrolls at the start of the school year.
 - **Within 14 calendar days:** For a student who enrolls after the beginning of the school year.
- Be in a language that is comprehensible to the parent.
- Include all the required elements from [ESEA Section 1112\(e\)\(3\)](#) in the letter.
- Include a statement that the parent may decline their child's placement in a language instructional education program (LIEP) and be given an opportunity to select a different type of LIEP available at their child's school.

Parent notification placement and continuation letters are available in multiple languages on the New Jersey Department of Education's [website](#).

Frequently Asked Questions

Q. Does the LEA need permission to administer the English Language Proficiency (ELP) assessment for identification?

A. No prior parental notification is required for initial identification purposes.

Q. Does the LEA have to send a parent notification annually?

A. Yes. The LEA shall send a letter of continuation to all parents of multilingual learners, including parents who have refused services for their children.

Q. Can the LEA email the parent notification letter?

A. Yes. Please note, the email communication must include all the required components stated in ESEA Section 1112(e)(3).

Parental Notification Required Elements - ESEA Sec. 1112(e)(3)

1. The school(s) have informed the parent(s) of a Multilingual Learner (ML) that their child has been identified for participation in a language instruction educational program within 30 days after the beginning of the school year (or, for students who arrive after the beginning of the school year, within two weeks of the child's placement in a language instruction program).
2. The notification is distributed to parent(s) of participating ML children, in an understandable and uniform format and, to the extent practicable, in a language the parents understand.
3. The notification identifies why the child was identified as ML and why the child needs to be placed in a language instructional educational program that will assist the child to develop and attain English proficiency and meet state standards.
4. Parents are informed about the child's level of English proficiency, how such level was assessed, and the child's academic level.
5. The method of instruction that will be used to serve the ML child, including a description of other methods of instruction available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable are communicated to parents.
6. The parents are notified of how the program will meet the specific needs of the child in attaining English and meeting state standards.
7. Parents of participating ML children are informed about the program's exit requirements, the expected rate of transition into a classroom not tailored for ML students, and, in the case of high school students, the expected rate of graduation.
8. The school(s) informs parents of participating ML children of how the instructional program will meet the objectives of an individualized education program of a child with a disability.
9. Written guidance on the rights that parents have to remove their child from a program upon their request, or to choose another program or method of instruction, if available, and how parents will be provided assistance in selecting the best program to serve their child is provided.
10. The district has implemented an effective means of outreach to parents of ML children which includes information on how parents of ML children can become involved in the education of their children and how they can participate in helping their children learn English, achieve at high levels in the core academic subjects and meet state standards.