**[Insert district header]**

# Notification of Bilingual/ESL/ELS Program Exit

Name of Student: **[enter name of student]** Date: **[enter date of notification]**

District/charter school: **[enter District or Charter School Name]**

School: **[enter school name]**

Current Grade Level: **[enter current grade level]**

Dear parent(s) or guardian(s):

Based onyour child’s English proficiency test scores, level of academic achievement, and teacher recommendation, we are pleased to inform you that your child has exited English language learner services.

Your child’s level of English was measured using the following test:

**[enter name of test used: WIDA ACCESS for ELLs, WIDA Alternate Access for ELLs, or WIDA Model]**

Level of English proficiency: **[enter level of English proficiency]**

For more information about your child’s score, see the attached score report.

Our school will monitor your child’s progress to ensure that additional support is provided as needed. We commend your child’s attainment of English proficiency and your engagement in your child’s education. Please contact the below staff member in order to request additional information regarding any questions you may have.

Name: **[enter name of staff member]**

Title: **[enter title of staff member]**

Phone: **[enter phone number of staff member]**

Email: **[enter email of staff member]**

Sincerely,

**[enter name]**