

(School Letterhead)

Date

Dear Parents or Guardians of _____:

We are inviting you to an English Language Learner (ELL) Committee meeting

- to obtain a parent signature on the English Language Learner Student Education Plan (ELLSEP) folder.
- to discuss ESOL Program entry / continued placement/exiting.
- to complete required documentation and to discuss your child's progress during his/her time in the ESOL Program.

The ELL Committee meeting is scheduled for:

Date: _____

Time: _____

Place: _____

If you have any questions, please contact _____ at

_____.

Sincerely,

Principal/Designee