

**SAMPLE PARENTAL NOTIFICATION**

**FAILURE TO MEET ANNUAL MEASURABLE OBJECTIVES  
RELATING TO ENGLISH PROFICIENCY**

Dear Parent/Guardian:

This is to inform you that limited English proficient students in the school your child attends have failed to meet annual objectives for the number or percentage of children **[insert a or b: a) making progress in learning English, or b) attaining English proficiency by the end of the school year]**.

The district will be taking steps to address this matter, including the development of a plan for meeting the required state and federal objectives.

We welcome any questions and recommendations you might have. Please feel free to contact your child's Building Principal.

Sincerely,

Superintendent of Schools