<District letter head>

Date: <Month> <Day>, <Year>

Dear Parent or Guardian of <First name> <Last name>:

Your child has been identified as eligible to receive English for Speakers of Other Languages (ESOL) services. Each spring students identified as eligible for these services are given a Kansas English Language Proficiency Assessment (KELPA) to measure progress in attaining English fluency in each of four language domains: listening, speaking, reading and writing.

<Student's name> participated in the KELPA this past spring. To provide you with information about how well your child performed on the KELPA, <student's name>'s language domain scores and total score are listed below. KELPA scores are classified into the following achievement categories: Beginning, Intermediate, Advanced, and Fluent. Descriptions of these categories can be found on line at http://www.ksde.org/Default.aspx?tabid=2450.

Your child's KELPA results are as follow:

Listening: <xx>, which is in the <category name> category. Speaking: <xx>, which is in the <category name> category. Reading: <xx>, which is in the <category name> category. Writing: <xx>, which is in the <category name> category. Total: <xx>, which is in the <category name> category.

According to the No Child Left Behind Act, in order to exit ESOL services, a score of Fluent in all four domains and the total must be achieved for two consecutive years.

If you would like additional information concerning your child's achievement, please contact your child's teacher or building principal.

Sincerely,

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<name>, <title>
<address>
<Phone number>, <e-mail address>
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