



Curriculum Department
ELL Parent Notice of Committee Meeting

To the Parents/Guardian of: \_\_\_\_\_ Date: \_\_\_\_\_

In order to discuss the educational needs of your son/daughter, we invite you to attend a conference at:

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_
School Date Time

The purpose of the meeting is to:

- Discuss the ELL (English Language Learner) status of your son/daughter and develop an ELL student plan.
Review your son/daughter's ELL plan.
Discuss concerns that you have about your son/daughter's education.
Discuss unsatisfactory progress during monitoring process.
Extension of ELL Instruction.
Exit student from the ELL Program
Other: \_\_\_\_\_

The following individuals have been invited to attend this conference:

Table with 2 columns: Name/Title, Name/Title. Includes three rows of blank lines for entries.

Please check the appropriate response:

- Yes, I will attend at the scheduled time/date. I will not need an interpreter.
Yes, I will attend at the scheduled time/date and I will need an interpreter. Please provide one, if possible.
No, I cannot attend; however, I give permission for the meeting to take place. Please send me information about the results of the conference.
No, I cannot attend at this time. I would like to reschedule the conference for another date and time. My phone number is: (home) \_\_\_\_\_ or (work) \_\_\_\_\_.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have questions, you can call the school at: \_\_\_\_\_ and speak to: \_\_\_\_\_.

Return this letter to: \_\_\_\_\_ as soon as possible.