

**Ohio Department of Education
Center for Curriculum and Assessment
Lau Resource Center**

Parent notification requirements when students are identified as limited English proficient (LEP)

According to the No Child Left Behind Act (Sec. 3302), Local Educational Agencies (LEA) that receive funding under Title III (Language Instruction for Limited English Proficient and Immigrant Students) of the act have certain requirements relating to parent notification and participation. These requirements are summarized below. A sample notification letter is available on this Web page. School districts and community schools may adapt and use the sample letter for the purpose of meeting the indicated requirements.

Within 30 days of the start of the school year (or within two weeks of placement if not identified prior to the beginning of school), schools must notify parents of limited English proficiency (LEP) students participating in LEP programs of the following:

- Reasons for child's identification and placement;
- Child's level of English proficiency, how assessed, and status of child's academic achievement;
- Type of language acquisition program and method of instruction used in child's program;
- How the program will meet the educational strengths and needs of the child;
- How the program will help the child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- Program exit requirements, expected rate of transition and expected rate of graduation;
- If applicable, and the LEP student has been appropriately identified as having a learning disability, how the program meets the child's individual education plan (IEP).

Rights of the parent:

- To remove the child from the program;
- To decline enrollment in the program or other program options available;
- Obtain assistance in selecting from among available programs.

Schools must:

- Notify parents within 30 days when the district fails to progress on measurable objectives under Section 3122;
- Implement an effective means of outreach to parents of LEP students to inform them how they can be involved in the education of their children;
- Provide above information in an understandable and uniform format and, to the extent practicable, in a language that the parent(s) can understand.