California Department of Education August 2020

Sample copy for Technical Assistance Purposes Only[[1]](#footnote-1)

# English Language Development Services During Distance Learning

# Parent and Guardian Notification

[Insert name of local educational agency (LEA) or school]

[Insert school year]

Dear Parent/Guardian:

State and federal laws require schools to identify English learner (EL) students in need of language assistance services. The home language survey (HLS) is a questionnaire given to parents or guardians that helps schools and local educational agencies identify which students are potential EL students who require assessment of their English language proficiency, through the English Language Proficiency Assessments for California (ELPAC). This assessment is used to determine whether they are eligible for language assistance services.

Upon initial enrollment of your child in a California public school, you indicated on the HLS that a language other than English is used at home. All students whose home language survey contains a language other than English will be assessed with the Initial ELPAC.

The ELPAC is designed for a student to be assessed *in person*. If a convenient time and place is unavailable due to school closures resulting from the COVID-19 pandemic, your child will be given an informal assessment of their English language proficiency until a time that the Initial ELPAC can be administered in person, or is adjusted so that it can be administered remotely.

Until your child’s proficiency in English is officially determined through the Initial ELPAC, they will receive English language development (ELD) services through distance learning instruction.

If you have any questions about your child taking the Initial ELPAC or being provided ELD services through distance learning, please contact [insert name of LEA or school contact]at [insert phone number and/or e-mail address]**.**

Sincerely,

[Insert name of LEA superintendent or school principal]

[Insert LEA superintendent or school principal signature]

1. This sample letter was developed by the California Department of Education for technical assistance purposes only. [↑](#footnote-ref-1)