DIRECTIONS FOR DISTRICTS AND SCHOOLS
Title III Parent Notification - No Child Left Behind (NCLB)

The directions will help districts in using the templates for parent notification as required under NCLB. The templates include 1) No Child Left Behind Fact Sheet: What Parents of English Learners Need to Know, 2) Parent Notification Letter, and 3) ESL/Bilingual Education Program Description. These documents are available in English, Hmong, Lao, Somali, Spanish, Russian and Vietnamese.

Directions: The following three documents only apply to school districts and charter schools that receive Title III funds. If your district receives Title III funds, your school must use documents such as these to fulfill the NCLB requirements.

1. **No Child Left Behind Fact Sheet: What Parents of English Learners Need to Know**. This document helps remind the district of its responsibility of informing the parents of English Learners (ELs) that the district is committed to ensuring their educational success. It is important for parents to know what the district's as well as their own responsibilities are under NCLB.

2. **Parent Notification Letter.** In this letter the district indicates the name(s) of the English test(s) used by the district/school to identify ELs in assessing English language proficiency, including the score, and the level for each skill tested. If your district uses a test that gives two separate scores for listening and speaking skills, record the two scores separately. For students continuing from the previous year, use the most recent score available. For new students, use the assessment score from the assessment procedures. If a test score is missing, send the missing score separately as soon as it's available. Please note that at least one skill area score is required for placement purposes. The names of the English tests need not be translated because the translation may not help the parents understand the tests any better. School districts may use the Title III Parent Notification Letter to fulfill the requirement of the State notification form. To meet the State requirement, parents must be notified within 10 days of their child's enrollment in the ESL/Bilingual Education program.

3. **ESL/Bilingual Education Program Description.** Under NCLB, the specialized instructional program designed for ELs is called a language instruction educational program. In Minnesota this language instruction educational program is the ESL/Bilingual Education program. This document contains information about the ESL/Bilingual Education program and other programs offered at the school. Complete this document only if the EL is placed in the ESL/Bilingual Education program. Make sure to mark an "X" on all the subjects the student takes. In addition, under **Exit Procedures** make sure to fill in 1) the average number of years takes ELs in your district to transition from the ESL/Bilingual Education program into the regular instruction programs and 2) the graduation rate of ELs in your district.