Date

Dear Parents or Guardians of:

We are inviting you to an English Language Learner (ELL) Committee meeting

☐ to discuss ESOL Program entry/continued placement/exiting.

☐ to complete required documentation and to discuss your child’s progress during his/her time in the ESOL Program.

The ELL Committee meeting is scheduled for:

Date: _________________________________

Time: _________________________________

Place: _________________________________

If you have any questions, please contact__________________________________________ at _________________________________.

Sincerely,

______________________________

Principal/Designee

Original: Parent
Copy: ELL folder
Rev. 10/15
SB