

Delay of Testing

Student Name _____ Student ID _____ Grade _____

School Name _____ Date _____

In accordance with the Consent Decree: Assessment of each student's aural/oral proficiency should be completed as soon as possible after the student's initial enrollment. Testing shall be completed within four (4) weeks/ (20) school days.

Should testing of a student be delayed the following MUST be documented:

- The reason for the delay
- Evidence that the student is receiving ELL services pending the delay
- Specific timetable for completing the assessment.

Dear Parent(s)/Guardian:

This letter is to inform you that the Initial Placement Test for your daughter/son to determine eligibility for the English for Speakers of Other Languages (ESOL) program was delayed for the following reason(s):

Please contact the school if you have any questions.

Print Name of ESOL Contact

Signature of ESOL Contact

Date

This documentation shall be mailed to the parents in their primary language when clearly feasible, no later than eight weeks after initial enrollment. A copy shall be retained in the student's ELL folder.



After reading the section above, please complete and return this section to school and check all that apply.

Student Name _____ School Name _____ Date: _____

_____ I have read the statement above and understand the reasons regarding the Delay of Testing.

_____ I would like to get more information about the ESOL Program.

Print Name of Parent/Guardian

Signature of Parent/Guardian

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Phone number