

Meeting Participation Form

Notification of an ELL Committee Meeting

Student Name _____ Student ID _____ Grade _____

School Name _____ Date _____

In accordance with the State Board of Education Rule 6A-6.0331 : Parents have the opportunity and are encouraged to participate in a conference regarding the ESOL educational program.

Dear Parent:

An ELL Committee meeting has been scheduled at your child's school on:

_____ at _____ for:
(Date) (Time)

- Parent Conference The Review of reevaluation data and updating of the ELL Student Plan
- The Review and updating of the ELL Student Plan for your child
- The Determination of the appropriate educational program for your child
- Other _____

The following people are scheduled to participate in this meeting:

_____	_____	_____	_____
ESOL Contact	Classroom Teacher	Administrator/Designee	Other

Please check appropriate boxes, complete and return this document to school.

Do you need an interpreter? No Yes, What language? _____

- I will attend on the above date and time.
- I wish to attend but on another date and time. Please suggest date/time: _____
- I am unable to attend, please continue with the meeting and forward copies of all paperwork to my home.
- The following person(s) will attend with me: Name _____ Relationship _____

_____ (_____) _____
Print Name of Parent/Guardian Signature of Parent/Guardian Phone Number

Record of Contact Attempts:			For Official use Only		
1 _____	_____	_____	2 _____	_____	_____
(Date)	(Type of Contact)	(Result)	(Date)	(Type of Contact)	(Result)
Attempt made by _____			Attempt made by _____		