

ELL STUDENT PLACEMENT FORM

##### TODAY’S DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS**

***Items 1-5 are to be completed by school personnel. Item 6 is to be completed by parent or guardian.***

##### 1. Please sign and return this form by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE PERSON/ADDRESS

**AVAILABLE ELL SERVICES**

**2. Your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_who is enrolled in Grade \_\_\_\_\_\_\_\_\_\_**

**at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School has been identified as entitled to receive English Language Learner (ELL) services (*Bilingual Education* or *English as a New Language*).**

*Bilingual Education (Transitional Bilingual Education or Dual Language)* is the program in which a student will be placed provided there are enough students within the school and/or district to create a *Bilingual Education* program in their home language. If there are not enough students to create a *Bilingual Education* program at the school in which the student is enrolled, transportation can be provided to a school within the district that has such a program. If a *Bilingual Education* program is not available due to low numbers, your child will be placed in an *English as a New Language* program.

**3. The following ELL programs are currently available at this school:**

Bilingual Education  English as a New Language\*

\_\_\_\_\_Transitional Bilingual Education

\_\_\_\_\_Dual Language

**4. The following Bilingual Education programs are currently available at other school(s) within the District:**

Transitional Bilingual Education at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School(s)

Dual Language at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School(s)

\* At a minimum, *English as a New Language* programsare available at all New York State public schools at which ELLs are enrolled.

**PLACEMENT**

**5. Your child has been provisionally placed in a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program**

**at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School.**

***To be completed by parent/guardian:***

**6.** If your child has been provisionally placed in a ***Transitional Bilingual Education*** or a ***Dual Language***program, you **must** complete the following *(check ONE*):

I have received ELL program information and accept my child’s placement in a

*Transitional Bilingual Education* or a

*Dual Language* program at his or her school of enrollment.

I have received ELL program information and accept my child’s placement in a *Transitional Bilingual Education* or a *Dual Language* program at the district school indicated above.

*Transitional Bilingual Education* or a

*Dual Language* program at his or her school of enrollment.

I have received ELL program information, and I am exercising my right to place my child in an

*English as a New Language* program.

**I understand that if I do not return this form by\_\_\_\_\_\_\_\_\_\_\_\_ my child may be placed in a *Bilingual Education (Transitional Bilingual Education* or *Dual Language)* program at the school of enrollment, if there are enough students, or at a Bilingual Education program at another school within the district. Otherwise, my child will be placed in an *English as a New Language (ENL)* program.**

|  |  |
| --- | --- |
| Parent/Guardian Name:: | |
| Address: | |
| Daytime Telephone: | **Evening Telephone:** |
| Email Address: | |
| Signature: | **Date:** |

|  |  |
| --- | --- |
| **CERTIFICATION** | |
| **To be completed by school officials:**  **I certify that I have reviewed the above information and that the parent or guardian is fully informed regarding ELL programs and the student has been placed in the appropriate program.** | |
| Print Name: | Print Title: |
| Signature: | Date: |