

Alachua County Public Schools
620 East University Avenue
Gainesville, FL 32601

English for Speakers of Other Languages (ESOL)
Parent Notice of Committee Meeting

Date _____ To the parents/guardians of _____

In order to discuss the educational needs of your son/daughter, we invite you to attend a conference at:

_____ on _____ at _____
School Date Time

The purpose of the meeting is to:

- Discuss the ELL (English Language Learner) status of your son/daughter and develop an ELL student plan. (Initial entrance into the ESOL Program / Reclassification ELL)
- Review your son/daughter's ELL plan.
- Discuss concerns that you have about your son/daughter's education.
- Discuss unsatisfactory progress during monitoring process.
- Extension of ESOL Instruction.
- Exit student from the ESOL Program
- Other _____

The following individuals have been invited to attend this conference:

Name/Title	Name/Title	Name/Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please check the appropriate response.

- Yes, I will attend at the scheduled time and date. **I will not need a translator.**
- Yes, I will attend at the scheduled time and date **and I will need a translator. Please provide one, if possible.**
- No, I cannot attend; however, I give permission for the meeting to take place. Please send me information about the results of the conference.**
- No, I cannot attend at this time. I would like to reschedule the conference for another date and time. My phone number is _____ (home) or _____ (work).

_____ Parent Signature Date

If you have questions, you can call the school at _____ and speak to _____.

Return this letter to _____ as soon as possible.