

BILINGUAL OFFICE

DATE:

TO:

FROM:

RE:

This is to inform you that _____ has been determined to be sufficiently proficient in English for placement in the mainstream or the traditional program. This determination was made by the annual review team.

This determination was based on the following:

1. standardized English language proficiency tests;
2. academic grades in classes taught in English; and,
3. a personal interview conducted in English.

The new placement for _____ is grade _____ at _____ for the following school year.

If there are any questions or further information is needed regarding this placement, please call the school at _____ or the Bilingual Office at 630-4192.

Sincerely yours,

Supervisor of Bilingual Education