(ELL Committee Meeting Invitation)

(School Letterhead)

Date

Dear Parents or Guardians of:

We are inviting you to an English Language Learner (ELL) Committee meeting

 to discuss ESOL Program entry/continued placement/exiting.

 to complete required documentation and to discuss your child’s progress during his/her time in the ESOL Program.

The ELL Committee meeting is scheduled for:

Date:

Time:

Place:

If you have any questions, please contact at

 . Sincerely,

Principal/Designee

Original: Parent

Copy: ELL folder

Rev. 10/15

SB