



Hayward Unified School District

Reclassification Parent Letter Grades 2-12

Date _____

To the Parents of _____,

Congratulations. Your child is being recommended for Reclassification from Limited English Proficient to Fluent English Proficient. This recommendation is based on the following criteria and standards:

1. **Basic Skills Assessment**: A score of 324 (Mid Basic) or above in English Language Arts on the most recent California Standards Test (CST)
2. **English Language Proficiency**: An Overall Level of “Early Advanced” or “Advanced” on the CELDT (California English Language Development Test) and with a level of Intermediate or higher in each of these skill areas: Listening, Speaking, Reading and Writing
3. **Classroom Performance**:
 - Performance is “Approaching Standards” (1st or 2nd trimester) or Performance is “Proficient” (in final performance level) - Grades 2-6
 - At or above grade level and a minimum of “C” in academic areas (Grades 7-12)

You are invited to attend a meeting at your child’s school to participate in the decision to reclassify your child and to answer any questions you may have. You will be contacted.

Please let the school know if you will be needing translation services.

Following your child’s reclassification, his/her progress will be monitored at the end of each grading period for two years to ensure continued academic growth. If your child begins to fall behind in meeting grade level performance standards, a Language Review Team conference will be held and an Intervention Catch-up Plan will be developed based on your child’s needs.

We encourage you to contact _____ at _____ for more information.
Principal/ELL Specialist Telephone Number

Sincerely,

This letter has been sent to the parents/guardians in their primary language: Yes No