

ESL Teacher Letter

Date:

Dear {Teacher's Name},

It is with great pleasure that I inform you that {Teacher's Name} will be working as our English as a Second Language (ESL) teacher in your building. The following student in your class has been identified as a student with *Limited English Proficiency (LEP)*. {Teacher's Name} will be working with this student during the following hours and days.

Student Name:	
Grade:	
Days of ELL Services:	
Time of ELL Services:	

It is essential to the success of this student that each week you provide as much content material/plans as possible so that {Teacher's Name} is equipped to address vocabulary, language and background knowledge for the student. The sessions with {Teacher's Name} will establish a foundation for the student enabling him/her to gain the most from your classroom instruction.

Please provide {Teacher's Name} with the following:

- classroom texts,
- articles or other documents,
- key vocabulary,
- essential questions or big ideas for unit/lesson, and
- assessments including, but not limited to, exams and quizzes.

All of these materials are required to maintain a comprehensive English Language Learner (ELL) program for your student. You can leave materials in the main office for {Teacher's Name}.

If you have any questions or concerns regarding this student or his/her ESL program please contact us at 508-946-2000, or by calling your child's school directly,

Thank you,

Principal

Cc: ESL Teacher