

To the Parent/Guardian of:

_____, _____
(First Name) (Last Name) (Student ID#)

(Home Address)

_____, _____
(City) (State) (Zip Code)

CHANGE OF ENGLISH LEARNER STATUS

Dear Parent/Guardian,

We are writing to inform you that your child _____, was initially entered
(First Name) (Last Name)
into our information system as an English Learner (EL). However, further review of your child's
records has revealed that your child is not an EL. As such, your child will no longer receive
supplementary English as a Second Language (ESL) services.

If you have any questions or concerns, please feel free to contact multilingual@philasd.org.

Sincerely,

Allison W. Still
Deputy Chief OMCP