

BILINGUAL EDUCATION PROGRAM CHANGE REQUEST FORM

This form is to be used by **parents/guardians** of students who have been identified as **English Language Learners (ELLs)** for program choice and decline program services. A program change can be requested at any time during the school year. **However, please note that there are four procedural guidelines for such requests:**

- (1) Parents/guardians wishing to request immediate removal from a program, a program change, or to decline all programs must send a written request to the school in addition to signing this form.
- (2) Parents/guardians wishing to request a program change or to decline all programs must schedule a conference with the student's teacher by contacting the school office with, at minimum, a one-day advance notice. In cases where parent requests immediate removal, a conference should be scheduled following removal from program.
- (3) All program change requests are subject to approval by the school principal based on staffing and program availability and capacity (how many students can be enrolled in the specific programs available in the school).
- (4) No program change request will be processed during annual spring citywide testing. Change requests received after annual testing will be processed for the following school year.

A consequence of declining bilingual education program services is that the student will not be eligible for alternative assessments and promotion criteria made available to bilingual education program participants. In order to be designated as a bilingual education program participant and be eligible for alternative assessments and promotion criteria, the student must have participated in a bilingual education program for a minimum of two-thirds of his/her enrollment in the current school year. If you elect immediate removal, your child will be placed in a general instruction classroom.

Parents/Guardians: Please complete this section of the form and submit to the school office.

Student name		Grade		Room		ID						
Decline all available bilingual education programs (Place an X if this is your choice)				School				Unit				
Immediate removal prior to conference (Place an X if this is your choice)				Transfer to another bilingual education program (Enter name of program)								
<input type="checkbox"/> I have consulted <input type="checkbox"/> I did not consult with the student's teacher(s) who explained the nature, benefits and requirements of the program options. I fully understand the consequences of the change I am requesting . Please approve my request.						Signature of parent/guardian			Date			
						Signature of staff consulted			Date			

For school use only Please complete this section and submit a copy of the form to Resource Unit, OLCE 9th floor, GSR#125 or Fax # 773.553.1931, for online entry. Keep the original in student's folder.

Date received		Date bilingual/ESL teacher was notified		Date action taken	
Please indicate action taken (✓).	Student was placed in the bilingual education program requested by the parent.				
	Student was referred to another school with requested program.			School	
	Student was placed in the general program of instruction.				
	No program change was made after conferring with parent/guardian.				
Principal's signature				Date	

Office of Language and Cultural Education Use only
2008

Date received:

Date processed: