



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF MULTICULTURAL EDUCATION

English Language Learner (ELL) Committee Meeting Parent Invitation

Dear Parent/Guardian,

An ELL Committee meeting has been scheduled to discuss information regarding your child's English language proficiency, academic progress and the appropriate educational program for you child. It is important that you attend and participate in making the educational decisions for your child. Do not hesitate to call the school at the number below if you have any questions.

Student Name	Student ID #	Grade	Today's Date
School Name	ESOL Coordinator/Contact		Phone Number

Meeting Location

Date

Time

Purpose of Meeting

Principal/Designee Signature _____

Please check the appropriate box, sign, and return to your child's school.

- I will attend the meeting on the date/time shown above in person by phone at this number: _____
- If possible, I would like to reschedule for the following: Date: _____ Time: _____
- I will NOT be able to attend. Please notify me of the Committee's recommendations.

Parent/Guardian Comments

I would like an interpreter for the meeting. NO YES Preferred Language: _____

Parent/Guardian Signature: _____

OFFICE USE ONLY

Contact Attempt Made By (name and title)	Date	Type	Result
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