## Updated ELL Parent Notification Letters in SIM

Effective for the 2015-16SY, the following five (5) Parent Notification letters in SIM have been retired:

- CPS Notice to Parents of Continuing ELLs
- CPS Notice to Parents of Continuing ELLs SPED
- CPS Notice to Parents of New ELLs
- CPS Notice to Parents of New ELLs SPED
- CPS Notice to Parents of Transitioning Students

They have been replaced with the following six (6) new and/or updated letters, which are located on the School Reports page, under the ELL Reports section in SIM:

<table>
<thead>
<tr>
<th>Name of Letter</th>
<th>Description</th>
<th>Criteria to Determine Which Letter Currently Enrolled Students Should Receive</th>
</tr>
</thead>
</table>
| CPS Notice Transitioning Students Less than 3 Yrs | Report prints 2 pages per student who qualify to transition in less than 3 years. Page 2 is a Parent Guardian Consent form. | Grade Levels = 1 to 12  
CPS Status = Active  
State Status = Transition  
Last Year’s Program Year = PY0 to PY2  
Proficiency Scores = minimum overall composite score of 5.0, a minimum Reading proficiency level of 4.2, and a minimum Writing proficiency level of 4.2 on the ACCESS for ELLs ® exam |
| CPS Notice Transitioning Students PY3 and Higher | Report prints 1 page per student who are PY3 and higher and transitioning. | Grade Levels = 4 to 12  
CPS Status = Inactive  
State Status = Transition  
Program Year = TM1  
Proficiency Scores = minimum overall composite score of 5.0, a minimum Reading proficiency level of 4.2, and a minimum Writing proficiency level of 4.2 on the ACCESS for ELLs ® exam |
| CPS Parent Notification for Gr K-12 PY0-PY3 | Report prints 1 page per student in grades K – 12 who are new or continuing ELLs with a Program year of 0 – 3. | Grade Levels = K to 12  
CPS Status = Active  
State Status = Active  
Program Year = PY0 to PY3 |
| CPS Parent Notification for Gr K-12 PY4 and Higher | Report prints 2 pages per student in grades K-12 who are continuing ELLs with a Program year 4 or higher. Page 2 is a Parent Guardian Consent form. | Grade Levels = K to 12  
CPS Status = Active  
State Status = Active  
Program Year = PY4 and higher |
| CPS Parent Notification for Gr PE-PK | Report prints 2 pages per student in grades PE and PK who are new or continuing ELLs. | Grade Levels = PE and PK  
CPS Status = Active  
State Status = Active |
| CPS Parent Notification Support Srvcs for Refusals | Report prints 1 page per student who are refusals and eligible for support services. | Grade Levels = PE, PK, K to 12  
CPS Status = Inactive  
State Status = Active  
Parent Refusal (field) = Yes |