



## 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:**

Name of Letter	Description	Criteria to Determine Which Letter <u>Currently Enrolled</u> Students Should Receive
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 = <i>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</i>
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 = <i>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</i>
CPS Parent Notification for Gr K-12 PY0-PY3	Report prints 1 page per student in grades K – 12 who are new or continuing ELs 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 ELs 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 ELs.	Grade Levels = PE and PK CPS Status = Active State Status = Active
CPS Parent Notification Support Svcs 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