




# Parent Notification Letters (PNLs)

# What are Parent Notification Letters (PNLs)

**PNLs are required by the State**

**ANNUAL PARENT NOTIFICATION**  
of Student Test Results & Program Placement 2023-24  
Oakland Unified School District

 **OAKLAND UNIFIED SCHOOL DISTRICT**  
Community Schools, Thriving Students

School Name

Home Language

To the Parent/Guardian of:

Date

Grade

Date of Birth

Student ID

Here are your child's Language and Academic Achievement Assessments:

English Language Proficiency Assessments of California (ELPAC):			Reading Level Grades 2 <sup>nd</sup> - 12 <sup>th</sup> See table on the back page for more information.
Level 1 = Beginning Stage, Level 2 = Somewhat Developed, Level 3 = Moderately Developed, Level 4 = Well Developed			
	Overall	Oral Language	Written Language
Score	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Check if applicable: **Individualized Education Program (IEP)** on file. English Learners who are also identified as having a disability will be assigned to programs according to their Individualized Education Program (IEP) or Section 504 Plan.

If your child is an English Language Learner (ELL), you should have received a letter like this one from Parent Square during the 1st month of school.

If you did not, please reach out to  
[reclassification@ousd.org](mailto:reclassification@ousd.org)

# What are Parent Notification Letters (PNLs)

The purpose of PNLs is to inform parents of English Language Learner (ELL) students of:

- the child's language proficiency level
- language programs offered by OUSD
- the criteria to reclassify
- the most recent graduation rate for all students and for English Language Learner students.

## ANNUAL PARENT NOTIFICATION of Student Test Results & Program Placement 2023-24 Oakland Unified School District



School Name

Date

Home Language

Grade

To the Parent/Guardian of:

Date of Birth

Student ID

Here are your child's Language and Academic Achievement Assessments:

English Language Proficiency Assessments of California (ELPAC): Level 1 = Beginning Stage, Level 2 = Somewhat Developed, Level 3 = Moderately Developed, Level 4 = Well Developed			Reading Level Grades 2 <sup>nd</sup> - 12 <sup>th</sup> See table on the back page for more information.
	Overall	Oral Language	Written Language
Score			
Date			

Check if applicable: **Individualized Education Program (IEP)** on file. English Learners who are also identified as having a disability will be assigned to programs according to their Individualized Education Program (IEP) or Section 504 Plan.

# Two Types of Parent Notification Letters

## 1) Initial Parent Notification Letter

You will receive one if:

- your student is NEW to California schools (Kindergarten or a newcomer)
- you marked a language other than English on the home language survey

It will tell you if your child is an English Language Learner or Initially Fluent based on the Initial ELPAC (State English test)

If an Alt (Alternate) Initial ELPAC is taken, an Initial Alt (Alternate) ELPAC PNL will be distributed.

# Two Types of Parent Notification Letters

## 2) Annual Parent Notification Letter

You will receive one each year if:

- your student is an English Language Learner and has not yet reclassified.

It will tell you where your child is on their journey to reclassification.

- If a student with an IEP takes alternate assessments on CA State tests (CAA), they may also be eligible for the AltELPAC.

If an AltELPAC is taken, an Annual Alt ELPAC PNL will be distributed.

# Sample Parent Notification Letters from OUSD

## Alternate Annual PNL

### Initial PNL

#### ALTERNATE ANNUAL PARENT NOTIFICATION of Student Test Results & Program Placement 2024-25 Oakland Unified School District



School Name

Date

Grade

Home Language

Date of Birth

To the Parent/Guardian of:

SSID

Student ID

Here are your child's Language and Academic Achievement Assessments:

Language Assessment Results Level 1 = Novice / Level 2 = Intermediate / Level 3 = Fluent English Proficient	
Results	Summative Alternate ELPAC
Overall Status	[Insert Overall_Performance_Level]
Overall Score	[Insert Overall_Score]

#### INITIAL PARENT NOTIFICATION of Student Test Results & Program Placement 2024-25 Oakland Unified School District



School Name

Date

Home Language

Grade

Student Name

SSID

ID

Date of Birth

Since a language other than English was indicated on your Home Language Survey, OUSD is required by California state law to assess your child's language proficiency. This form notifies you of the assessment results, your child's program placement based on those results, the program options available to your child, and how your child can reclassify as fluent English proficient. \*

Initial English Language Proficiency Assessments of California (Initial ELPAC)			
	Overall	Oral Language	Written Language
Score			
Date			

**English Language Learner (ELL)** – based on the initial ELPAC assessment scores above, your child has English proficiency that is not yet well developed and needs continued support to develop their English.

**Initially Fluent English Proficient (IFEP)** – based on the initial ELPAC assessment scores above, your child has well developed oral (listening and speaking) and written (reading and writing) skills and does not require the ELL programming described below.

## Additional topics being covered by OUSD staff, at the request of DELLS at this meeting:

- 1) Information about SELLS (Site English Language Learner Subcommittees)
- 1) Percentage of schools that meet the 15% threshold for language translation services.



# Schools required to establish SELLS for 2024-25 school year (based on 20 day enrollment count 9/9/2024)

ACORN Woodland  
Allendale Elementary  
Bella Vista Elementary  
Bret Harte Middle  
School  
Bridges Academy  
Brookfield Village  
Burckhalter Elementary  
Castlemont High School  
Chabot Elementary  
Claremont Middle School  
Cleveland Elementary  
Dewey

Coliseum College Prep  
Academy  
East Oakland PRIDE  
Elementary  
Edna M Brewer Middle School  
Elmhurst United Middle School  
Emerson Elementary  
EnCompass Academy  
Esperanza Elementary  
Franklin Elementary  
Fred T. Korematsu Discovery  
Academy  
Fremont High School  
Frick

Fruitvale Elementary  
Garfield Elementary  
Glenview Elementary  
Global Family School  
Grass Valley Elementary  
Greenleaf Elementary  
Highland Community School  
Hoover Elementary  
Horace Mann Elementary  
International Community  
School  
Joaquin Miller  
La Escuelita Elementary



# Schools required to establish SELLS for 2024-25 school year (based on 20 day enrollment count 9/9/2024)

Laurel Elementary  
Life Academy  
Lincoln Elementary  
Lockwood STEAM Academy  
Madison Park Academy 6-12  
Madison Park Academy TK-5  
Manzanita Community School  
Manzanita SEED Elementary  
Markham Elementary  
Martin Luther King Jr  
Elementary  
McClymonds

Melrose Leadership Academy  
MetWest High School  
Montclair Elementary  
Montera Middle School  
Oakland Academy of Knowledge  
Oakland High School  
Oakland International HS  
Oakland Technical High School  
Piedmont Avenue Elementary  
Prescott School  
Reach Academy  
Redwood Heights Elementary

Roosevelt Middle  
School  
Rudsdale High School  
Sequoia Elementary  
Skyline High School  
Sojourner Truth TK-12  
Think College Now  
United for Success  
Academy  
Urban Promise  
Academy  
West Oakland Middle  
School  
Westlake Middle School

# Forming SELLS: Three Options

**\*for schools with 21+ English Language Learner Students**

