Date:

Dear Parent/Guardian:

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, visitors from the Georgia Department of Education will be meeting with staff in our school district in order to learn about the type and quality of educational services that English Learners, like your son or daughter, receive in our schools. In addition, they would like to learn more about the relationship and level of communication that our district has with parents that may speak languages other than English.

**Ms. Telesila (Tellie) Peña** and/or **Ms. Mariella Holmes**, the state’s Parent Liaisons, would like to speak personally, by phone, with some parents in order to learn about their experiences in our school district. As a result, you may be contacted by Ms. Peña from the cell phone number **(404-780-2478** or you may be contacted Ms. Holmes from the cell phone number **404-977-9449**. Please expect the telephone interview to last approximately 20 minutes.

Federal law guarantees students in the ESOL program the same rights as all other students in our schools. The State Department of Education is seeking to ensure that the services offered in our school district are equitable and of high quality. Thank you in advance for your willingness to participate in this important conversation.

If you have any questions about this visit, please contact **Ms. Peña at (404) 780-2478** and/or **Ms. Holmes at 404-977-9449** or our district ESOL coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,