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**, the state’s Parent Involvement Specialist, 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 phone number **(404) 780-2478**. Please expect the phone call 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 or our district ESOL coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,