



OELAS Guidance: Parent Request for Student Withdrawal from an English Learner (EL) Program

The purpose of this document is to provide Local Education Agencies (LEAs), with guidance for the legal premises behind the parent/guardian's right to opt out of EL program services and the correct use of the form required for a parental request for student withdrawal from an EL program.

Context:

The Why

- According to State and Federal Guidance:
 - All EL students are entitled to services. Parents may, however, choose to opt their student(s) out of a LEA's EL program services.
 - LEAs may not recommend parents opt their student out for any reason. Parents are entitled to guidance in a language that they can understand about their student's rights, the range of EL services that their student could receive, and the benefits of such programs and services. School districts should appropriately document that the parent made a voluntary, informed decision to opt their student out of EL program services.
 - LEAs must still take steps to provide opted-out EL students with access to their educational programs, monitor their progress, and offer EL services again if a student is struggling.

The Who

- English learners who are or may be Parental Withdrawn from English Learner Services

The What

- Upon parent request and consultation, LEAs **must** use the [Parent Request for Student Withdrawal form](#) available on the [OELAS EL Forms webpage](#).
 - This form is State-Approved and is not to be modified.
- LEAs may use the [Annual Progress-Monitoring form for Parent-Withdrawn ELs](#) to monitor the student's academic progress. This form is available on the [OELAS EL Forms webpage](#).
 - This form is intended to serve as guidance for LEAs to keep track of students who are no longer receiving EL services but are still identified as an EL.

Compliance Considerations:

- When the parents/guardians have been provided with the Parental Notification and Consent (PNC) form to review, and if they request to withdraw the EL student from an EL program, the LEA will schedule a meeting (in-person, virtually, or over the phone). In this meeting, the parents/guardians are informed of the following: EL program(s) offered at that campus or LEA, the EL's English language proficiency level, and the option to have their student withdrawn from EL services.
 - If parents/guardians still want to withdraw their EL after the consultation, a PW form must be signed by the parent/guardian, which demonstrates that they made a voluntary, informed decision to decline EL services. The principal then also signs the PW form.
 - PW form must be completed entirely and kept in the student's file with other EL documentation and forms.
- Parents have the option to withdraw their student *from* EL services at any given time.
- Parents have the option to re-enroll their student *into* EL services at any given time.

- Parent-Withdrawn ELs will continue to take the annual AZELLA Reassessment until an Overall Proficiency Level score of *Proficient* is obtained.
 - Parents/Guardians must receive a copy of their student’s annual AZELLA Reassessment results which notifies them of one of the following outcomes: 1) their student scored an Overall Proficiency Level of *Proficient* and is reclassified to Fluent English Proficient, or 2) their student scored an Overall Proficiency Level of less than Proficient (Pre-Emergent/Emergent, Basic, or Intermediate).
 - An Overall Proficiency Level of less than Proficient (Pre-Emergent/ Emergent, Basic, or Intermediate) means that the student continues his/her eligibility for EL program services.
- Please see the U.S. Department of Ed [English Learner Toolkit for State and Local Education Agencies \(SEAs and LEAs\)](#) for more information regarding monitoring (Chapter 7).

Recommended Considerations:

- Establish a clear process and protocol as the LEA and site level for handling a parental request for withdrawal from EL services.
- Inform parents/guardians with the most current information so they can make the best decisions regarding their student’s English Language Development, which may include enrolling their student back into EL services or continuing with the withdrawal from EL program services.
- Consult with the Parents/Guardians of a formerly withdrawn EL student when services change. This could mean that the EL student moved from elementary to secondary, moved to a new LEA, or moved to a school within the LEA implementing a different EL Program.
- Utilize the [Annual Progress-Monitoring Form for English Learners with a Parent Request for Student Withdrawal from an English Learner Program](#) to monitor annual AZELLA assessments as well as other state, LEA, and classroom academic assessments and data.

Implications:

- Funding:
 - Students who are Parent Withdrawn (PW) from EL program services do not generate EL funds for the LEA. This affects the Federal Title III, AZ Group B Weight, and AZ SEI Budget. If services are not being provided, then funding will not be available. For questions regarding EL Funding, please reach out to TitleIII@azed.gov or SEIBudget@azed.gov.
- Letter Grade Considerations:
 - Parent Withdrawn EL Students are still required to take the AZELLA annually, so their scores will factor into EL Growth and Reclassification rates.
- If a PW student is not progressing academically, and is struggling in English, LEAs should consider speaking with the parents/guardians about options to support their student.
 - The school should provide supports for the student’s English acquisition (such as tutoring for the student or offering professional development in second language acquisition to the student’s core curriculum teachers).