

When a Parent/Guardian requests opting out of ELA services:

1. Make sure the student has taken the W-APT test, and that parents have received the student's test results through the notification letter sent via mail from the ELA department ("NCLB letter")
2. Schedule a conversation with family to review student's academic progress and challenges and share/reinforce recommended placement by CH-ISA Team.
3. If parent/guardian still wants to opt out, complete form (see guidance below). For a PPF₃ (available in multiple languages) go to: <http://portfolio.dpsk12.org/our-processes/english-language-acquisition/10603-2/>
4. Ensure student is placed in mainstream instruction as requested by the parents. In addition, ensure the student is receiving all the support needed to be successful. PPF₃ students are monitored twice annually by the CH-ISA Team, which will allow the school to identify any lack of progress, and schedule additional meetings with the parents to talk further about the student's placement.

Processing a PPF₃

School

- Have the parent complete the PPF₃ form, during the Admin-Parent meeting scheduled to discuss the request to opt out of ELA services, including the "Reason for Waiver of Services" section at the bottom of the page. The section can be completed by asking the parent the following questions:
 - Why have you decided to remove your child from ELA Program Services?
 - What led you to believe opting-out is the best option for your child?
 - When did you decide to opt-out?
 - Where would you like your child to be placed and how do you see this will be different for him/her?
 - How did you hear about the PPF₃?
- Upload the PPF₃ form to Infinite Campus once it has been fully completed.
- Complete an entry in your *Parent Choice Office Log* (log should be kept in the main office for record keeping and auditing purposes).
- Email the form to Tanis Humes at Tanis_Humes@dpsk12.org

ELA Department

- Form will be reviewed and processed within 24 hours of receiving the request.