**(District Name/Letterhead Here)**

Date: Click or tap here to enter text.

Dear Parent/Guardian:

The Georgia Department of Education will be reviewing our school district’s language instruction educational programs for students, like your son or daughter, who are learning English in school. In addition, the Department 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. Mariella Holmes**, the state bilingual parent interviewer, will be calling some parents to have a conversation with them to learn about their experiences in our school district. As a result, you may be contacted by Ms. Holmes, cell phone number **404-694-7176**. Please expect the telephone interview to last approximately 20 minutes.

Federal law guarantees students in the English language instruction 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 of high quality and meet the needs of your child. Thank you in advance for your willingness to participate in this important conversation.

If you have any questions about this telephone interview, please contact **Ms. Holmes** at **404-694-7176** or the district ESOL coordinator, Click or tap here to enter text, at the phone number Click or tap here to enter text..

Sincerely,

Click or tap here to enter text.