

# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

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**Bruce Harter, Ph.D.**  
*Superintendent of Schools*

**Susan Dunlap**  
*Coordinator, English Learner Services  
State & Federal Programs*

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(Date)

Dear Parents of \_\_\_\_\_:

We congratulate your son/daughter on the fine progress s/he has made in his/her English proficiency. This letter is to officially inform you, as required by California Educational Code, that your child is **reclassified to Fluent English Proficient (R-FEP)**. S/he has reached a level that is considered fluent in listening, speaking, writing, and reading. This means that your child is now performing in English at the same level as other students his/her age who are native English speakers.

There will be follow-ups at six months, one year, and two years to assure that your child continues to progress in the general education program. Please encourage your child to continue to advance in all of his/her academic endeavors.

Sincerely,

Principal  
(Or Principal's designee)

Cc: Cum file

Reclassification parent final notification letter Eng. – English Learner Services Procedures Manual 2009-10 ns 7/09