May 6, 2014

TO: Chief School Administrator  
Charter School Lead Person  
Bilingual/ESL/ELS Supervisor

FROM: Karen L. Campbell, Director  
Office of Title I

SUBJECT: Bilingual/ESL/ELS Three-Year Program Plans 2014-2017

This is to inform you of the requirement in New Jersey’s Administrative Code for Bilingual Education (N.J.A.C. 6A:15-1.6), that every three years, all school districts must submit a plan describing their district’s program for English language learners. The plan is an opportunity for educators to focus attention on the academic needs of their English language learners and the type of language assistance program and academic environment that would best address those needs. English language learners are held to the same rigorous, standards-based curricula and high-stake assessments as their English-speaking peers at the same time that they are acquiring the English language and becoming acculturated to American schools. In developing the program plan, school districts are encouraged to keep these challenges in mind and design programs that provide the language, foundational and grade-level skills that students need to make a successful transition to classes with their English-speaking peers.

The 2014-2015 school year is the beginning of a new three-year cycle ending in the spring of 2017. Districts should evaluate their current programs and services for English language learners and devise a plan that incorporates the necessary English language supports to prepare students for success through measures of college- and career-readiness such as the Common Core State Standards. The template for the 2014-2017 Bilingual/ESL/ELS Three-Year Program Plan can be downloaded from http://www.state.nj.us/education/bilingual/policy/. Upon completion of the plan, please submit an electronic copy to the Office of Title I’s Bilingual/ESL Education Bureau at ellreports@doe.state.nj.us.

Please note: All program plans must be submitted on or before June 30, 2014. If there are any changes after the plan has been submitted, please notify, via e-mail, the Bureau of Bilingual/ESL Education and forward a copy to the county office of education.
If you have any questions regarding the program plan, please contact the Office of Title I, Bureau of Bilingual/ESL Education, at (609) 292-8777 or ellsreports@doe.state.nj.us. We look forward to partnering with you to address the needs of your English language learners.

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c:  Members, State Board of Education
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