

(Place on District Letterhead)

Thank You Letter for English Learner Advisory Committee (ELAC) Services

Date:

Dear Ms. / Mr. _____:

On behalf of the families and school staff from _____ Elementary School, we want to congratulate and thank you for your services as a member/officer of the English Learner Advisory Committee.

Over the course of the last year, you have devoted approximately XX hours attending meetings and training organized to help our school accelerate achievement outcomes for our English Learner students and their families. Your voice has shaped how we serve students, specifically in the areas of:

- Advising in the development of a site plan for English learners by providing advice for the School Plan for Student Achievement.
- Assisting in the development of the school-wide needs assessment.
- Promoting ways to make parents aware of the importance of regular school attendance.
- Advising on how our school funds can better serve the needs of students, families, and personnel.

For officers: We specifically want to thank you for leading the committee as an elected officer. As the _____ for our ELAC, you worked collaboratively with our school staff to organize the agendas, lead dialogue, and guide the group conversations, taking on additional leadership responsibilities.

We hope you continue developing as a parent leader at our school site, in other district committees, and in civic opportunities offered in the community.

With gratitude,

Principal's Signature: _____

Principal's Name: _____