MEMORANDUM

TO: West Virginia Teachers

FROM: Melanie Purkey, Executive Director
Office of Federal Programs
West Virginia Department of Education

DATE: January 18, 2017

SUBJECT: Participation in the ELPA 21 (English Language Proficiency Assessment for the 21st Century)

As part of the Title III requirements of Elementary and Secondary Education Act and West Virginia Board of Education Policy 2417, each county is required to administer an annual assessment of English proficiency to all English Language Learner students. In compliance with this federal and state requirement, the ELPA21 will be administered during the testing window of February 14 to March 24, 2017.

Please excuse this student’s absence from your class and do not penalize him/her.

__________________________________________________________
Student’s Name

is participating in the ELPA21 Assessment today, ________________ _______________________
Date

Time released from testing: ________________________

Therefore, please excuse this student’s absence from your class and do not penalize him/her.

Thank you for your assistance in this matter.