DISTRICT OF COLUMBIA
PUBLIC SCHOOLS
Office of Specialized Instruction

Language Acquisition Division
Garrison Administrative Unit
Elba Garcia, Director

Dear Parent/Guardian:

Welcome to the District of Columbia Public Schools. Based on the information you provided while registering your child, your child has been referred to the Language Acquisition Division for assessment and placement. Your child will complete a number of tests that will allow us to place your child in the most appropriate instructional program. In addition, we will be able to give you an orientation that will allow you to take an active role in your child's educational experience. At that time, we can answer questions you may have about the District of Columbia Public Schools. We are happy to be able to provide these services in many different languages.

It is important that you call our office immediately to make an appointment to bring your child to the Language Acquisition Division, First Floor, Garrison Elementary School, 1200 S Street, NW. The telephone number to call is 671-0750. You may call from your child's school or from your home. Bring this completed letter with you to LAD the day of your appointment.
Please make this appointment immediately. We look forward to meeting with you soon.

Sincerely,

Leidy Navarro
Manager, Intake & Assessment Center

(The section below is for school use)

For DCPS Office Use Only: **SY 2015 - 2016**

DCPS ID#: _____

Student Name: _____

School: _____

School Representative: _____

Date: _____