



To the Administrator Addressed

Commissioner Mike Morath

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DATE:	March 28, 2024
SUBJECT:	Notice of Standardized Letters for the Identification, Placement, and Reclassification of Emergent Bilingual Students
CATEGORY:	Emergent Bilingual Student Programs
NEXT STEPS:	Share with appropriate staff

The purpose of this communication is to remind school systems of the amendments to 19 Texas Administrative Code (TAC) Chapter 89, Subchapter BB, effective August 9, 2023. These changes state that the State of Texas has ten (10) required, standardized letters that must be used in every school system that serves emergent bilingual students when communicating with parents. Local educational agencies (LEAs) that are required to provide bilingual education services (including bilingual programs and English as a second language programs) shall use the required, standardized letters provided by the Texas Education Agency (TEA) for each step in the process related to emergent bilingual student programming.

Additional Information

All letters are available in 41 languages and can be found in the EB Portal ([TXEL.org](https://txel.org)) and include the following:

- Home Language Survey
- Identification and Approval of Placement
- Denial Letters
- Change of Service
- Reclassification & Program Exit/Continuous

A school system, or a vendor acting on behalf of the school system, may provide the standardized letters in paper or electronic format in accordance with the following:

- The content of each of the letters must remain consistent; therefore, no content can be added or omitted.
- The TEA logo or a statement clearly indicating the contents of the form is required, per 19 TAC §89.1215(b) and §89.1240(a)(3) and (b), must be included.
- Formatting changes of any kind may not impact the accessibility or readability of the letter(s).

Although TEA will not review or approve submitted examples for compliance with this guidance, compliance with the requirements may be verified during agency monitoring or auditing activities.

Contact Information

If an LEA has any questions or concerns regarding the use of the required, standardized letters, please reach out to the EmergentBilingualSupport@tea.texas.gov.