



Office of Language and Cultural Education
42 West Madison, 2nd Floor, Chicago, IL 60602
Telephone: (773) 553-1390 Fax: (773) 553-1931



Dear Parent/Guardian:

You will be receiving your child's Report of Student Achievement (report card) four times this year. The report card will be in your home language, if available, unless you waive your right and prefer to receive it in English only. Currently, report card translations are available in Arabic, Bosnian, Chinese, Polish, Spanish, and Urdu. If you need the report card translated into other languages, please indicate what language, and every effort will be made to provide you with a written translation if feasible or to ensure that an interpreter will be available at parent/teacher conferences.

We request that you complete the section below and return it to our school as soon as possible. Thank you for your support and involvement in your child's education.

Sincerely,

Renee Mackin, Principal

Student Name _____ Grade/Room _____

Teacher's Name _____

Please indicate choice:

I would like to receive my child's report card ONLY in our home language, which is _____.

I would like to receive my child's report card BOTH in English and our home language, which is _____.

I waive my right to receive my child's report card in our home language and choose to receive it ONLY in English.

Parent Signature: _____

Date: _____