



Office of Language and Cultural Education  
42 West Madison, 2<sup>nd</sup> Floor • Chicago, IL 60602  
Telephone: (773) 553-1930 • Fax: (773) 553-1931



Dear Parent/Guardian:

You will be receiving your child's Report of Student Achievement (report card) four times each year. You have the right to receive information about your child's academic progress in your home language, unless you waive your right and prefer to receive that information in English only.

Currently, elementary school report cards can be readily printed in Arabic, Chinese, Polish, Spanish, Vietnamese, and Urdu. High school report cards can be printed in Spanish and Polish.

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 that's not possible, school will work to ensure that an interpreter will be available at parent/teacher conferences to explain the report card and your child's progress to you in your home language.

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

Sincerely,

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**Student's Name:** \_\_\_\_\_ **Grade/Room:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **CPS ID:** \_\_\_\_\_

**Please indicate your choice:**

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

If the translated report card is not available, I want to receive information about my child's report card through an interpreter in our home language.

I would like to receive my child's report card BOTH in English and our home language (if available), which is \_\_\_\_\_.

I waive away my right and choose to receive my child's report card printed ONLY in English.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_