

**M E M O R A N D U M**

**TO:** West Virginia Teachers

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

**DATE:** January 26, 2015

**SUBJECT:** WESTELL (WV Test of English Language Learning)

As part of the Title III requirements of *No Child Left Behind* and West Virginia Board of Education Policy 2417, each county is required to administer an annual assessment of English proficiency to all students with limited English proficiency (LEP). In compliance with this federal and state requirement, the West Virginia Test of English Language Learning (WESTELL) will be administered during the **testing window of March 16 through April 24, 2015.**

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

\_\_\_\_\_  
Student's Name

is participating in the WESTELL today, \_\_\_\_\_,  
Date

Time released from testing: \_\_\_\_\_

Thank you for your assistance in this matter.

MP:MI:dr