**Sample Letter Template**

*(This letter may be used as a template to request that your child be granted high school credit for the proficiency level they attained after completion of the STARTALK Summer Program as documented by the NYU Proficiency Test. The letter should be sent to the high school principal and world languages supervisor.)*

*Insert Date*

*Insert Name of Principal*

*School Address*

Dear *Dr/. Mr/. Ms. Name:*

We are pleased to inform you that our (*son/daughter, insert name*) has successfully completed the Kean University (*insert year*) STARTALK (*Hindi/Urdu*) Summer Program. This scholarship program is a three-week, standards-based online language learning immersion program totaling 75 instructional hours. The program is sponsored by STARTALK [https://**startalk**.umd.edu/](https://startalk.umd.edu/), a federally funded initiative supporting the study of critical need languages designated by the U. S. government and overseen by the National Security Administration.

The primary goal of the Kean (*insert year*) Program is to increase student language proficiency in (*Hindi/Urdu*) by one or more sub-levels based on the *American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines,* in Speaking, Reading and Writing. Additional information about the Kean program may be found on the (*insert year*) Kean STARTALK website.

Please note that prior to enrolling in the program, students were administered pre assessments in speaking, reading and writing to determine proficiency levels and to assist in developing proficiency targets that could be realistically achieved by the end of the three-week immersion program. Students were then administered the [**New York University NYU Proficiency Test**](http://www.scps.nyu.edu/academics/departments/foreign-languages/testing/exam-options-results.html) in (*Hindi/Urdu)* to determine proficiency gains at the conclusion of the program. Test results, which are certified by NYU, may be used by high schools and universities to grant academic credit or award advanced placement and are also used for job placement purposes.

We are fortunate to live in New Jersey where Administrative Code allows students to obtain credits through proficiency/competency-based exit testing. According to **New Jersey Administrative Code 6A:8-5.1(a)1i(7), students may fulfill** the **state minimum five-credit high school graduation requirement for world languages through a seat-time instructional program or by successfully completing a proficiency/competency-based exit test.** The Department of Education offers guidelines on selecting proficiency assessments that may be used by districts. These assessments are used in the Kean STARTALK Program. **Further, N.J.A.C. 6A:8-5.1(b)4 directs districts to actively encourage all students who otherwise meet the current-year requirements for high school graduation to accrue, during each year of enrollment, five credits in world languages aimed at preparation for entrance into postsecondary programs or 21st-century careers.**

In addition to the provisions outlined in Administrative Code, further support for the study of critical need languages such as Hindi and Urdu is established by State Statute. **N.J.S.A. 18A:35-4.18: Provides students in public schools the opportunity to receive instruction in and graduation credit for a world language not taught in the public school district.**

Given this information, we are writing to respectfully request that our (*son/daughter, insert name*) be granted high school credits for successful completion of this instructional program as documented by the certification of proficiency obtained through the NYU Proficiency Test. Since the current state proficiency level for world languages has been identified by the Department of Education as *Novice-High*, the goal for students in the Kean STARTALK Program was to earn additional credits for attaining higher levels of proficiency *beyond the level documented by the pre assessment prior to their enrollment in the STARTALK Program.*

Thank you in advance for your consideration of this request. Please don’t hesitate to contact us if you have any questions. We are proud of the progress our *(son/daughter insert name)* has made in becoming a proficient speaker and writer of (*Hindi/Urdu*), a critical need language recognized by the U. S. government, and are hopeful that the school district will also recognize his/her language learning achievements.

Sincerely,

Attachment

cc: Supervisor of World Languages