

## Standard Letters

The TEA has a list of Standardized LPAC Letters to use when communicating with parents. The TEA also maintains official, translated versions of all the letters.

### Display state translated letters

Districts on the Pro edition of SameGoal may now display these “state translated letters” from directly within a document.

**Steps** *To display a state translated letter:*

1. While in a document, click on the translation icon [↔] in the toolbar.
2. Select the desired language.
  - NOTE: You do not need to enter a translator email.
3. Click **Display Form Translation**.

## Standardized letters

The standardized letters include the following:

- Home Language Survey
- Parental Notification of Initial Identification and Approval of Placement - Transitional Bilingual
- Parental Notification of Initial Identification and Approval of Placement - DLI
- Parental Notification of Initial Identification and Approval of Placement - ESL
- Parental Denial - Bilingual (rev 11/23)
- Parental Denial - ESL (rev 11/23)
- Parental Approval for Continuation of Language Program Services
- Parental Notification of Reclassification and Approval of Exit - Transitional Bilingual (rev 11/23)
- Parental Notification of Reclassification and Approval of Exit - DLI (rev 11/23)
- Parental Notification of Reclassification and Approval of Exit - ESL (rev 11/23)
- Parental Notification of Reclassification and Approval of Exit - Parental Denial