

## ELL Checklist

**Beginning of Year:** (ALL Items to be placed in the ELL section of the student cum files)

- Enrollment form (New Students)
  - Dated and signed with the same three language questions from the PHLOTE form within 30 days of enrollment
- PHLOTE Form – Home Language Survey (New Students)
  - Dated and signed within 30 days of enrollment
- AZELLA Assessment (New Students)
  - Prior to scheduling assessment, pull an SDELL70 report to check for possible prior AZELLA assessments
  - All new PHLOTE students must be assessed within 30 days from the beginning of the school year
  - If the LEA does not receive Title III funds, students must be assessed within 60 days from the beginning of the school year
- Parental Notification and Consent Form (New and Continuing Students)
  - Completed annually (For returning students, based on Spring AZELLA scores)
  - Must be signed and dated by the classroom/Language Arts teacher
  - Must be signed and dated by parent/guardian within 30 days of the beginning of the school year
  - Schools must document three attempts to attain a parental signature (Keep copies)
- Parent Request for Student Withdrawal (Applicable to New and Continuing Students)
  - Signed and dated by parent/guardian
  - Signed and dated by principal or designee
  - Exit from ELL program in SAIS
  - ***Per the USDOE audit findings, Withdrawn students must still be assessed annually until they test proficient on AZELLA***
- Bilingual/Native Language Waivers (Applicable to New and Continuing Students – only for LEA’s with bilingual programs)
  - Must be completed annually before the beginning of the school year
  - Parent must personally visit the school to apply for a waiver
  - Must be signed and dated annually before classes begin
  - Signed by principal
  - Waiver #3 must also be signed by superintendent
- Parent Notification of Reclassification *~form may be altered* (New and Continuing Students)
  - Be sure to place a copy in the cum file and send one home to the parent/guardian
- Two-Year Monitoring *~form may be altered* (New and Continuing Students)
  - Begins the next year after a student tests proficient. For example, if a student tests proficient in April, the two-year monitoring period will begin the fall of the subsequent school year.
  - Two-year monitoring forms must include test scores, dates of reviews, names of the reviewers
  - A Written Compensatory Instruction Plan (WICP) should be completed for students whom are not making satisfactory progress and need additional assistance in developing English
- ILLPs ( Must revisit these each quarter throughout the school year)
  - Must be completed and signed by the parents, ELL Coordinator, Classroom Teacher and Principal, within 30 days of the beginning of the school year
  - All teachers responsible for instruction must sign Attachment A
  - Teacher to complete Attachment A for 1<sup>st</sup> quarter
    - **End of 1<sup>st</sup> Quarter:**
      - Teacher to complete Attachment B for Quarter 1
      - Teacher revises Attachment A for Quarter 2
    - **End of 2<sup>nd</sup> Quarter:**
      - Teacher to complete Attachment B for Quarter 2
      - Teacher revises Attachment A for Quarter 3
    - **End of 3<sup>rd</sup> Quarter:**
      - Teacher to complete Attachment B for Quarter 3
      - Teacher revises Attachment A for Quarter 4
    - **End of 4<sup>th</sup> Quarter:**
      - Teacher to complete Attachment B for Quarter 4
      - Teacher to file original signed copies of ILLPs along with all Attachments

**End of Year:** (ALL Items to be placed in the ELL section of the student cum files)

- File ILLPs in cum files
- Send Parent Reassessment/Reclassification Forms based on Spring AZELLA testing
- Make a list of students to begin Two-Year monitoring in the fall
- Check files of ELL Students to ensure all copies of paperwork have been filed
- Prepare Parent Notification forms to be sent in the fall – attach copy of AZELLA results

**Ongoing:** For students who enroll throughout the year

- Obtain signed copies of Enrollment and PHLOTE forms within 2 weeks of enrollment
- Administer AZELLA within 2 weeks of enrollment (If LEA does not receive Title III funds, 30 days are allotted)

### AZELLA Assessment

**Beginning of year:**

- All new PHLOTE students (Within 30 days of beginning of school year)
- Any new ELL student who was not administered the AZELLA in the prior school year

**End of year:**

- All current ELL students, including those tested at the beginning of the year (Do not test those students who tested Initial Proficient)
- All students on a Parent Withdrawal form
- Be sure to verify that at least 95% of ELL students tested

FEP students in two-year monitoring will not be assessed with AZELLA!