

Developing and Submitting EL Program
Corrective Action Plans

Office of English Language Acquisition Services
2019-2020



This training will provide

- An overview of the *Corrective Action Plan* process
- A step-by-step guide to developing an effective *Corrective Action Plan*
- Directions for submitting a *Corrective Action Plan* to OELAS for approval



Overview

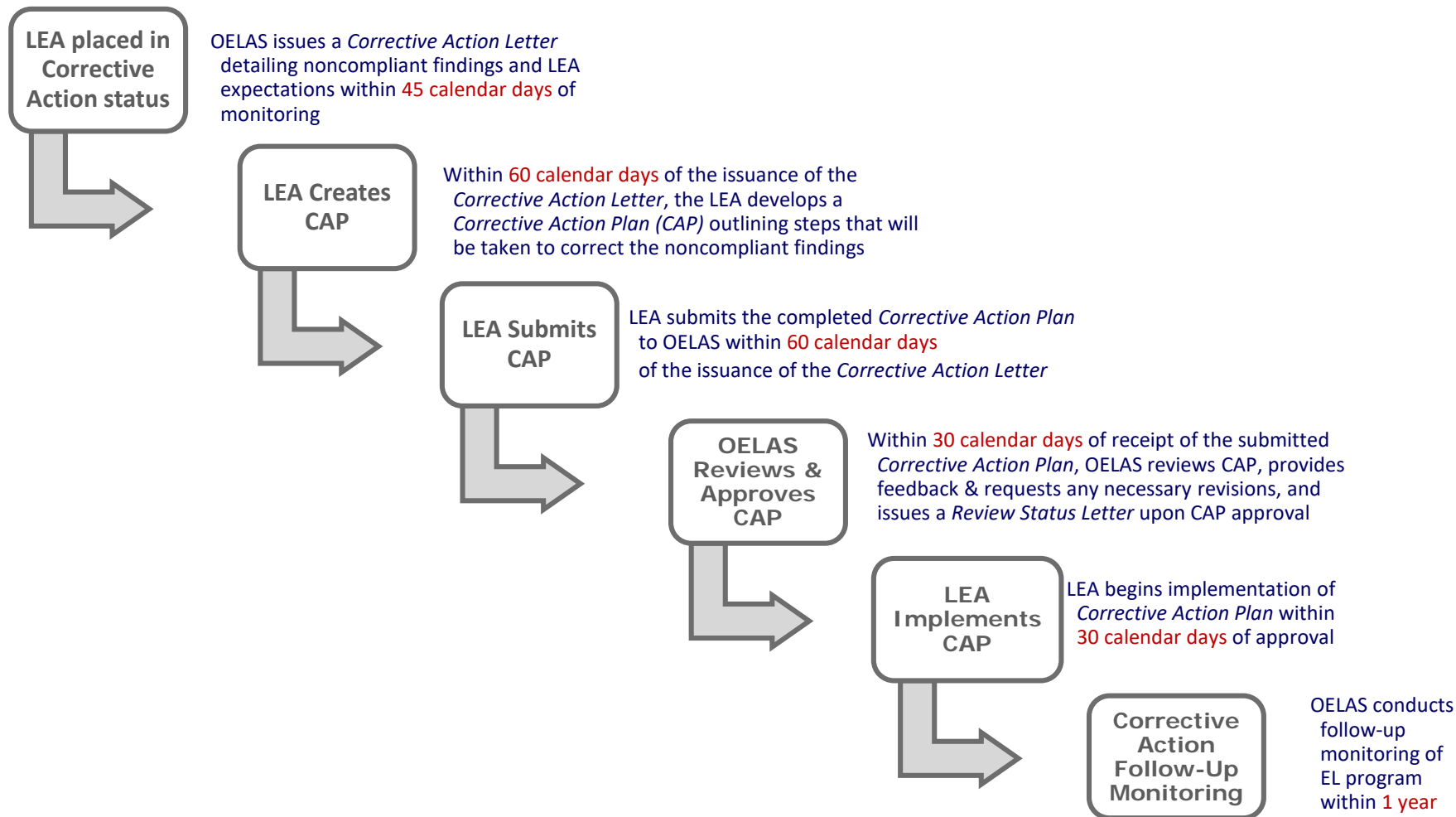


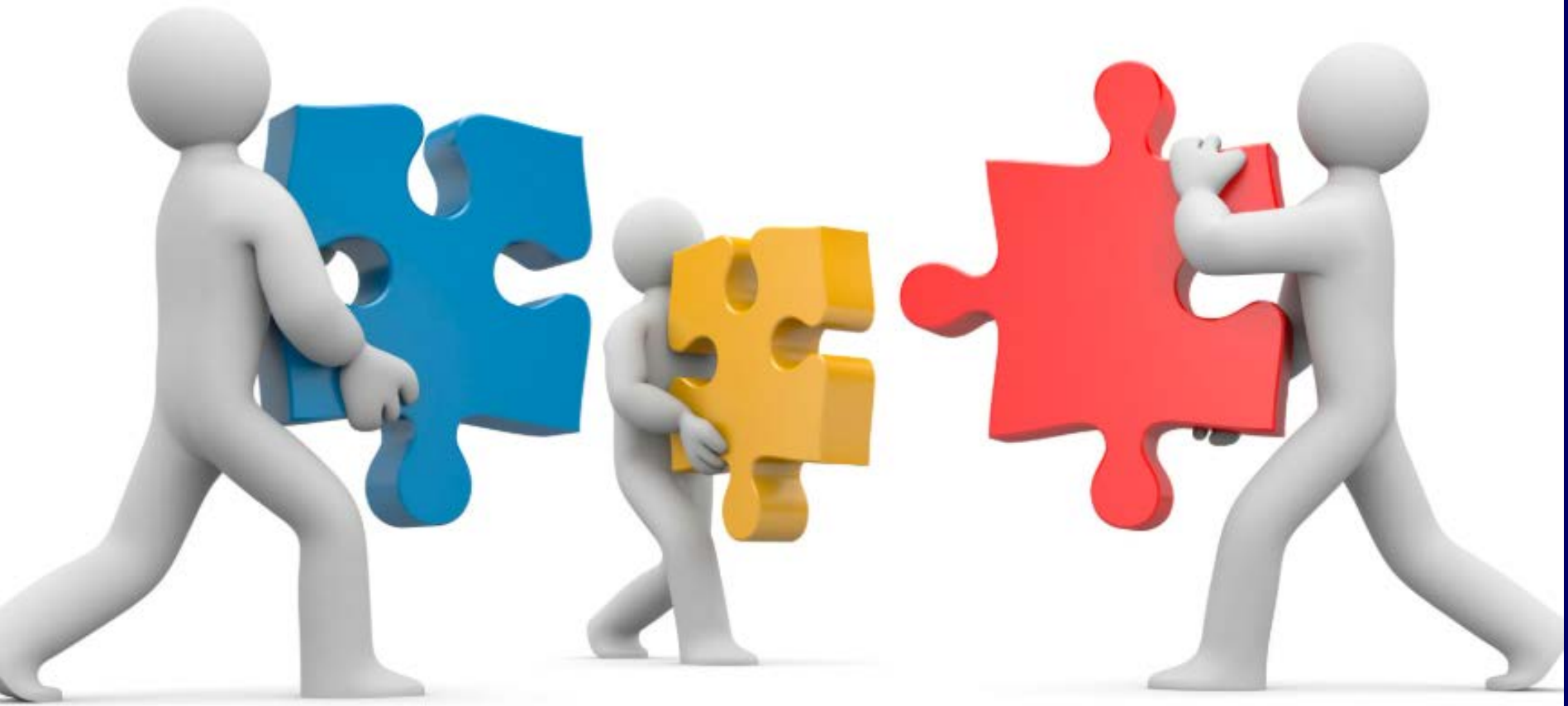
Corrective Action Overview

Under **ARS §15-756.08**

- Based on the results of an EL program monitoring, the Office of English Acquisition Services (OELAS) Department shall determine whether or not the school district or charter school is complying with state and federal laws applicable to English learners.
- The purpose of a *Corrective Action Plan* (CAP) is to propose a resolution of noncompliance findings issued to an Local Education Agency (LEA) by the OELAS Department during a scheduled on-site monitoring visit.
- By submitting a *Corrective Action Plan*, the LEA certifies that all noncompliance findings listed in the corrective action letter have been or will be implemented according to dates indicated on the *CAP*.

Corrective Action Plan Process & Timeline






Developing your *Corrective Action Plan*




Step 1: Take out your LEA's Corrective Action Letter



State of Arizona
Department of Education

Office of English Language Acquisition Services



<DATE>
 <LEA>
 <NAME>
 <ADDRESS>

Dear Superintendent <NAME>:

RE: On-Site Monitoring of State Education Programs for English Language Learners

Per Arizona Revised Statutes A.R.S. § 15-756.08, the Arizona Department of Education (ADE) is required to perform an evaluation of the English learner (EL) program at <LEA> through an on-site monitoring visit. It is the responsibility of the Local Education Agency (LEA) to provide services as required by A.R.S. § 15-751 *et seq.* to students identified as English learners.

This on-site review of the EL programs at <LEA> was conducted on <DATE>. Thank you for your hospitality and cooperation during our visit.

Based upon the monitoring visit, ADE is advising you that **corrective action** is needed. The series of steps required to resolve the corrective action is stated below.

The monitoring team has listed the **corrective action item(s) that need(s) to be addressed. The item(s) that will be required in your Corrective Action Plan has/have been noted in bold form.**

FILE REVIEW

Home Language Survey & Enrollment Form with three required language questions
 A.R.S. § 15-756(A)
"The primary or home language for all new pupils who enroll in a school district or charter school shall be identified in a manner prescribed by the superintendent of public instruction."

- In the files reviewed, **X%** of the files had missing or incomplete *Home Language Surveys*.
- The *Home Language Survey* and/or enrollment do not have the exact same three questions in the same order or are missing questions.
- The *Home Language Survey* has been altered.

It is the expectation that <LEA> will ensure that the three questions on the enrollment form are the exact same three questions and in the same order as on the *Home Language Survey* (HLS). An answer other than English on either the enrollment form or the HLS will identify a student to be

Your LEA's *Corrective Action Letter* was sent within 45 days of the OELAS monitoring visit. This letter outlines each **noncompliant finding** to be addressed in your *Corrective Action Plan*.

Step 2: Download Template

Download the *Corrective Action Plan* Template (Word Version)

<http://www.azed.gov/oelas/monitoring/>

HOME

ABOUT OELAS ▾

EL DATA ▾

ELP STANDARDS

OELAS CONFERENCE

FOR ADMINISTRATORS ▾

FOR TEACHERS ▾

FOR PARENTS ▾

OELAS

Monitoring

▶ Preparing for Monitoring

▶ English Language Proficiency Assessment Attestation

▶ Observation Protocols

▶ Title III Compliance Documentation

▼ Corrective Action Templates

[Corrective Action Plan Template – Word Version](#)

[Corrective Action Plan Template – PDF Version](#)

[Corrective Action Follow Up Template](#)



Corrective Action Plan Template

This template will be used for:

1. writing your *Corrective Action Plan*

submitting your *Corrective Action Plan* to OELAS for approval

**English Learner Monitoring SY 2019-2020
Proposed Resolution of Noncompliance Findings
Under ARS §15-756.08**

Date: _____

LEA: _____ EL Program Coordinator: _____

Instructions: Please review your LEA's *Corrective Action Letter* and identify the noncompliant finding(s) to be addressed in your *Corrective Action Plan*. Complete the *Corrective Action Plan* documentation supporting the resolution of the finding(s).

The LEA certifies that the information provided herein is true and correct. The LEA certifies that the information provided herein is true and correct. The LEA certifies that the information provided herein is true and correct.

Signature of authorized representative (Required) _____

Print name and title of authorized representative _____

Please submit required form to: _____

Attention: <Name of your contact>
 CC: Cindi Wingfield, Director
 Phone: 602-542-0753
 Email: OELASMonitoring@doe.az.gov

State Education Programs for English Learners (ELs)
CORRECTIVE ACTION PLAN

LEA: _____ DATE: _____

COMPLETE ONE ROW FOR EACH NONCOMPLIANT FINDING:

Noncompliant Finding to be Addressed <small>(from Corrective Action Letter)</small>	What & How <small>(What specific steps will your LEA take to resolve this finding? Use action verbs like 'develop', 'disseminate', or 'train')</small>	Evidence <small>(What piece(s) of evidence will demonstrate that your LEA is now in compliance for this finding?)</small>	Person(s) Responsible	Completion Date(s)

Please return completed form to the ADE, Office of English Language Acquisition Services.

Arizona Department of Education
Revised: November 2015

Approving Specialist Signature _____
Date _____

Page ____ of ____

DUE BACK TO ADE WITHIN 60 CALENDAR DAYS OF RECEIPT OF MONITORING REPORT

Step 3: Locate Findings

Locate each noncompliant finding outlined in your *Corrective Action Letter* & add each finding to the *Corrective Action Plan* template in

Column #1 - Noncompliant Finding to be Addressed

(one finding per row)

Parental Notification and Consent Form ESSA § 1112(e)(3)(A)(B)

(3) LANGUAGE INSTRUCTION.—

(A) NOTICE.—Each local educational agency using funds under this part or Title III to provide a language instruction educational program as determined under Title III shall, not later than 30 days after the beginning of the school year, inform parents of an English learner identified for participation or participating in such a program, of—...

- In the files reviewed, monitors did not observe usage of the Parental Notification and Consent Form for SY 2017-2018.

It is the expectation that Safford Unified School District will ensure that the Parental Notification and Consent Forms will be sent home within 30 days of the beginning of each school year or within two weeks of a student registering during the school year. A copy of the signed notification must be placed in the student's cumulative/EL file as evidence of compliance. When necessary, three attempts to obtain the parent/guardian's signature must be documented on the copy in the student's cumulative/EL file.

State Education Programs for English Learners (ELs) CORRECTIVE ACTION PLAN

LEA: _____ DATE: _____

COMPLETE ONE ROW FOR EACH NONCOMPLIANT FINDING

Noncompliant Finding to be Addressed (from Corrective Action Letter)	What specific steps will be taken to resolve this finding? (What action will be taken, "disseminate", or "train")	Evidence (What piece(s) of evidence will demonstrate that your LEA is now in compliance for this finding?)	Person(s) Responsible	Completion Date(s)
ESSA § 1112(e)(3)(A)(B) Parent Notification and Consent Forms				

Corrective Action Letter

Corrective Action Plan

Step 4: Develop a Plan

★ This is the key component of your *Corrective Action Plan* ★

- EL Coordinators should collaborate with the LEA's leadership team to determine what specific steps will be taken to resolve each noncompliant finding
- Include the details of WHAT steps will be taken and HOW they will be implemented in **Column #2 - What and How**

State Education Programs for English Learners (SEPL)

CORRECTIVE ACTION PLAN

LEA: _____ DATE: _____

COMPLETE ONE ROW FOR EACH NONCOMPLIANT FINDING:

Noncompliant Finding to be Addressed <small>(from Corrective Action Letter)</small>	What & How <small>(What specific steps will your LEA take to resolve this finding? Use action verbs like "develop", "disseminate", or "train")</small>	Evidence <small>(What piece(s) of evidence demonstrate that your LEA is now in compliance for this finding?)</small>	Person(s) Responsible	Completion Date(s)
ESSA § 1112(e)(3)(A)(B) Parent Notification and Consent Forms	XYZ Unified School District will ensure a copy of the Parental Notification and Consent form is sent home for parent/guardian signature within 30 days of enrollment at the beginning of the school year and within two weeks (14 days) during the school year. Three documented attempts to notify parent/guardian & obtain a signature will be noted on the PNF when signed document is not returned.			

Step 5:

Identify Evidence of Success

Identify what pieces of evidence your LEA will gather and review to show that each finding has been resolved and your LEA is now in compliance with state and federal EL regulations. In other words, *what piece(s) of evidence will demonstrate that your LEA is now in compliance for each finding?*

List the evidence in **Column #3 - Evidence**

State Education Programs for English Learners (ELs)
CORRECTIVE ACTION PLAN

LEA: _____ DATE: _____


COMPLETE ONE ROW FOR EACH NONCOMPLIANT FINDING:

Noncompliant Finding to be Addressed <small>(from Corrective Action Letter)</small>	What & How <small>(What specific steps will your LEA take to resolve this finding? Use action verbs like "develop", "disseminate", or "train")</small>	Evidence <small>(What piece(s) of evidence will demonstrate that your LEA is now in compliance for this finding?)</small>	Person(s) Responsible	Completion Date(s)
ESSA § 1112(e)(3)(A)(B) Parent Notification and Consent Forms	XYZ Unified School District will ensure a copy of the Parental Notification and Consent form is sent home for parent/guardian signature within 30 days of enrollment at the beginning of the school year and within two weeks (14 days) during the school year. Three documented attempts to notify parent/guardian & obtain a signature will be noted on the PNF when signed document is not returned.	A copy of signed Parent Notification & Consent form will be found in each EL student's EL file (inside cumulative folder) for every year enrolled in EL program. Unsigned PNFs will have 3 documented attempts for signature.		

Step 6:

Determine Responsible Person(s)

Determine who will be responsible for implementing each step of the CAP and document in **Column #2 - Person(s) Responsible**.



State Education Programs for English Learners (ELs)
CORRECTIVE ACTION PLAN

LEA: _____ DATE: _____

COMPLETE ONE ROW FOR EACH NONCOMPLIANT FINDING:

Noncompliant Finding to be Addressed <small>(from Corrective Action Letter)</small>	What & How <small>(What specific steps will your LEA take to resolve this finding? Use action verbs like "develop", "disseminate", or "train")</small>	Evidence <small>(What piece(s) of evidence will demonstrate that your LEA is now in compliance for this finding?)</small>	Person(s) Responsible	Completion Date(s)
ESSA § 1112(e)(3)(A)(B) Parent Notification and Consent Forms	XYZ Unified School District will ensure a copy of the Parental Notification and Consent form is sent home for parent/guardian signature within 30 days of enrollment at the beginning of the school year and within two weeks (14 days) during the school year. Three documented attempts to notify parent/guardian & obtain a signature will be noted on the PNF when signed document is not returned.	A copy of signed Parent Notification & Consent form will be found in each EL student's EL file (inside cumulative folder) for every year enrolled in EL program. Unsigned PNFs will have 3 documented attempts for signature.	EL Coordinator & EL Teachers	

Step 7:

Establish Completion Date(s)


Determine completion dates for each step of the CAP & note these dates in **Column #5 – Completion Date(s)**

State Education Programs for English Learners (ELs)
CORRECTIVE ACTION PLAN

LEA: _____ DATE: _____

COMPLETE ONE ROW FOR EACH NONCOMPLIANT FINDING:

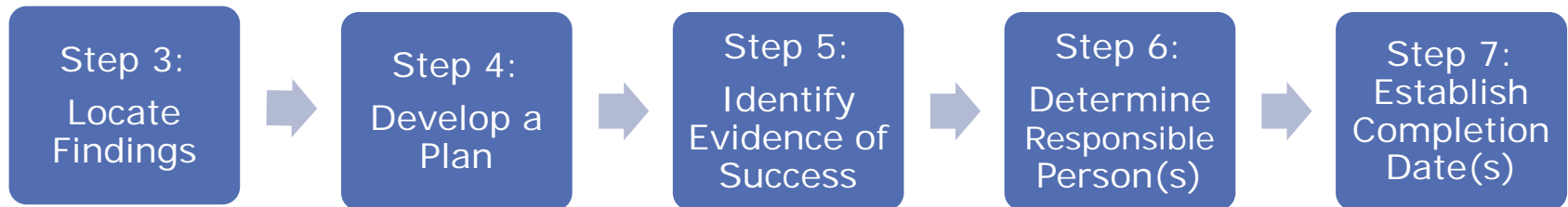
Noncompliant Finding to be Addressed <small>(from Corrective Action Letter)</small>	What & How <small>(What specific steps will your LEA take to resolve this finding? Use action verbs like "develop", "disseminate", or "train")</small>	Evidence <small>(What piece(s) of evidence will demonstrate that your LEA is now in compliance for this finding?)</small>	Person(s) Responsible	Completion Date(s)
ESSA § 1112(e)(3)(A)(B) Parent Notification and Consent Forms	XYZ Unified School District will ensure a copy of the Parental Notification and Consent form is sent home for parent/guardian signature within 30 days of enrollment at the beginning of the school year and within two weeks (14 days) during the school year. Three documented attempts to notify parent/guardian & obtain a signature will be noted on the PNF when signed document is not returned.	A copy of signed Parent Notification & Consent form will be found in each EL student's EL file (inside cumulative folder) for every year enrolled in EL program. Unsigned PNFs will have 3 documented attempts for signature.	EL Coordinator & EL Teachers	Beginning of school enrollees = 8/30/19; subsequent enrollees = within 14 days of enrollment



Step 8:

Repeat for Each Finding

Repeat Steps 3-7 for each noncompliant finding outlined in your LEA's *Corrective Action Letter* to complete your *Corrective Action Plan*.



Step 9:

Completing your CAP




English Learner Monitoring SY 2019-2020
Proposed Resolution of Noncompliance Findings
Under ARS §15-756.08

Date: November 21, 2019	
LEA: XYZ Unified School District	EL Program Coordinator: Marge Simpson

Instructions: Please review your LEA's *Corrective Action Letter* and identify the noncompliant finding(s) to be addressed in your *Corrective Action Plan*. Complete the *Corrective Action Plan* template below and submit electronically to ADE with all applicable documentation supporting the resolution of noncompliant finding(s).

The LEA certifies that all corrective action items listed in the attachment have been or will be implemented according to the dates indicated on the *Corrective Action Plan*.

	11/21/19	602-555-5555
Signature of authorized agent (Required)	Date	Telephone number
Marge Simpson, EL Coordinator		
Print name <u>and</u> title of authorized agent		

Please submit required forms and documentation electronically to your Regional Specialist via this email address:

Attention: <Name of your Regional Specialist>
CC: Cindi Wingfield, Director of Monitoring
Phone: 602-542-0753
Email: OELASMonitoringInbox@azed.gov

Fill out and sign the cover page of your *Corrective Action Plan*.

- The **authorizing agent** is typically the LEA's EL Coordinator; however, an administrator may also authorize
- Signature must be an original signature or signature created with DocuSign

Step 10:

Submitting your CAP

Before submitting your *Corrective Action Plan*, please check to be sure:

- each noncompliant finding has been addressed in the CAP
- the CAP has been completed in its entirety
- the CAP cover form is filled out & appropriately signed

Email your LEA's completed CAP to the attention of your Regional Specialist to OELASMonitoringInbox@azed.gov within **60 calendar days** of the date on your *Corrective Action Letter*.

Contact OELAS with questions or for assistance in completing your Corrective Action Plan

- ✓ OELAS Regional Specialist
- ✓ OELAS Main Line @ 602-542-0753
- ✓ OELASMonitoringInbox@azed.gov