



BREAKOUT SESSION HANDOUT

**TIPS FOR NEW EL
COORDINATORS**

This session will provide an overview of an EL Coordinator's primary duties and responsibilities. Participants will review required documentation necessary for successful program compliance for School Year 2020-2021.

Beginning of the school year

- Identify continuing English Learners
- Identify students for AZELLA placement test using Home Language Survey
- Enter program placement (SEI program) in your student information system
- Send home “Parental Notification and Consent” forms (document three attempts as applicable)
- Ensure teacher/EL student schedules include the required number of daily minutes for:
 - Targeted ELD Instruction
 - Integrated ELD Instruction



Ongoing throughout the year

- Spot check teacher lesson plans for correct standards documentation for:
 - Targeted ELD Instruction
 - Integrated ELD Instruction
- Follow enrollment processes for any students who enroll after the first 30 days of school
- Monitor/update program membership in AzEDS as new students arrive
- FEP 1 & FEP 2 Data Collection
- Complete and file the Written Individualized Compensatory Instruction Plan (WICP); when applicable



Closing out the school year

- Complete and send home the Parent Notice of Reclassification form
- Update EL student lists and program membership in AzEDS
- Complete and file FEP 1 and FEP 2 monitoring forms

Other Considerations

- Check teacher qualifications and endorsements
- Analyze data trends and recognize professional development needs

