Parent Request for Student Withdrawal
ESSA § 1112(e)(3)(A)
• Must be requested by the parent/guardian
• Withdrawal is from EL services, NOT from AZELLA assessment
• Consultation regarding any alternative educational options
• Parent and Administration sign the unalterable form
• EL program services are re-evaluated when a new SEI Model is available (change in grade, teacher, or school)
• If withdrawn from EL Services, the LEA will not receive Group B Weight or Title III funding for these ELs.

Bilingual Parental Waiver Request Application
A.R.S. § 15-753
• ELs must qualify for participation under one of the three Waivers (1, 2, or 3)
• Must be completed annually

Parent Notification and Consent
A.R.S. §15-756(A) and R7-2-306 (B)(1)
• Required annually for all ELs receiving EL services
• May not be altered
• Timeline: 30-days from start of year or two-weeks from date enrolled (after school starts)

Enrolled ELs: Compensatory Instruction
R7-2-306(F)(4)(G)(1)
• As needed, offer compensatory instruction to ELs and FEPs (Fluent English Proficient students)
• Use the WICP form for documentation (R7-2-306(E)(1))

Notice of Reclassification
A.R.S. §15-756(A)
• Only completed once upon a Proficient AZELLA Reassessment test

Annual Reassessment
A.R.S. §15-756(A)
• Required annually for all ELs (including ELs who are Parent Withdrawn from services)
• Completed at the end of each school year

Enrollment: Home Language Survey
A.R.S. §15-756(B) and R7-2-306 (B)(1)
• Only completed upon initial enrollment in LEA/School
• Transfer within LEA: if the file is transferred, a new HLS is not needed
• May not be altered

EL Services History or Initial Placement
A.R.S. §15-756(B)
• Timeline: 30-days from start of year or two-weeks from date enrolled (after school starts)
If a primary home language other than English is noted on the HLS:
• Check the student’s EL 70 Report for a previous AZELLA test. If test history is current, proceed to Parent Notification and Consent form.
• If there is no assessment history, administer an AZELLA Placement test.

This process is only completed upon school enrollment.

Determining Initial Placement for Services:
• Proficient Score: the student is considered Initial English Fluent Proficient (IFEP), no services or documentation is required
• Pre-Emergent/Emergent, Basic, or Intermediate: the student qualifies for EL services

If Proficient on the AZELLA Reassessment:

After the annual reassessment, if the EL scores overall less than Proficient, they will continue services in the next academic year. Pick-up with the Parent Notification and Consent letter when the new academic year starts.

If Reclassified:

If the EL is reclassified (Fluent English Proficient), any services will continue for two academic years (FEP Year 1 and FEP Year 2).