ARIZONA DEPARTMENT OF EDUCATION

OELAS Webinar Wednesday, July 26, 2023:
Parental Notification and Consent and Parent Withdrawal Forms
Frequently Asked Questions

Parental Notification and Consent Forms

1. Can we use the old PNC, or must we use the new one with the AZELLA scores? *If you have already printed PNC forms, utilize those. Once you run out, please begin printing the updated forms.*

2. Can we have our EL files uploaded in our School Information System (SIS) and they can be held electronically as long as we can provide the documents upon request or in the event of an audit? *Yes, EL documents may be filed electronically as long as they are readily available upon request.*

3. Is it required to have all EL records in the cumulative files? *LEAs may choose to keep EL documentation in EL Files or* cumulative f*iles. LEAs must ensure that EL files are accessible upon request.*

4. Can we get a copy of the PNC in Word format? *Yes. Email the OELAS inbox to request the PNCs in Word format (OELAS@azed.gov).*

5. The PNC needs to be completed only when students are receiving EL services? *Correct; the PNC is an annual form only for English Learners (ELs) and it informs parents/guardians of ELs of their child's placement in EL services.*

6. Can we translate the PNC into the family's home language so they can access the information? *Absolutely. ADE currently does not have translating services available.*

7. If we have students that are SPED and are in their SPED class, and they are receiving services through their IEP, what would you suggest for the EL program? *Students who are dual-labeled SPED and EL would receive a PNC, and they receive EL services along with services for their disability. EL services may be provided by the SPED teacher if he/she has the required SEI qualifications. Please reach out to our office for guidance on unique situations.*

8. Are the 30-day and 2-week timelines for getting these forms sent out the same for schools that receive Title I/Title III funding and those that do not? The reason for asking this question is because AZELLA gave different timelines for testing ELs based on funding. *The timelines stated are for the majority of our LEAs because they are receiving Title I/Title III funds. Any LEAs not receiving either Title I or III funds have a 60-day/30-day timeline for sending out PNCs.*

9. Do we need to keep a copy of the program description in the EL cumulative file as well since we need to mail it home with the PNC? *Yes, it should be attached to the PNC and kept in the file.*

10. It is difficult to indicate academic achievement when a student is a freshman in high school and just 30 days or 2 weeks since enrollment. What do you suggest? *If there is no data available, that area may be left blank, but we recommend the LEA make a note that no data is available at that time. You may also contact the feeder school to obtain information.*

11. What data are we supposed to use to determine academic achievement? Why is this important if we are communicating with families regarding academic achievement based on academic standards through many other methods? This is very upsetting to families when it is noted below grade level. *It is*

important for parents/guardians to see the whole picture of how their child is progressing and to have all of the information to make the most informed decisions. If academic achievement data is not available, that area may left blank, but we recommend the LEA make a note that no data is available at that time.

12. If a parent has withdrawn their student from the EL program, do we still send home a PNC? *If you have the most **updated PW form** and information regarding the EL being Parent Withdrawn, then you do not have to send home a PNC.*

13. How long must EL documentation be kept on file? *EL files must be kept for four years after the fiscal year of student's last date of attendance. For example, if the student graduated or withdrew from your LEA on February 20, 2021 (fiscal year 2021), the files may be purged after July 1, 2025.*

14. If a student already has a previous PNC on file from previous school years and qualifies for the EL Program without testing, do we need to send the new PNC or is the PNC already on file okay? *The PNC is an annual form that must be sent out within the required timeline. It informs parents/guardians of EL services and teacher(s) responsible for EL instruction for the **current year**.*

Parent Withdrawal Forms

1. If they already have a PW, does a PNC need to be sent out to parent/guardian? *The PNC is a form only for English Learners (ELs) and it informs parents/guardians of ELs of their child's placement in EL services. Therefore, you do not need to send out a PNC if there is a current PW form already on file.*

2. What if they have an outdated or older PW form on file? *If the EL program services being provided to the student have not changed from the time that the consultation occurred and the parent/guardian opted to PW, then you do not have to complete the PW process again. If EL program services have changed since then, you must contact the parent to inform them and allow them the opportunity to make a decision based on the current EL program and services. If they decide to continue PW, then either complete a new form or document that information on the existing form.*

3. For students that were PW from last year and they want to continue this year, no new form is required. Does the same apply to PNC forms? *PNC forms are completed annually.* Does it matter if it is an older version of the PNC form? *There is a new form that includes the Bilingual Waivers 1, 2 and 3. However, there is a grace period right now for using the most recent PNC form before the new changes were made. Once you utilize all the previous version of the printed PNC forms, please begin printing the updated forms.*

4. May a site implement a process of contacting parents/guardians annually to confirm if they would like to continue to PW their child simply to verify they would like to exercise their right to withdraw from support after each year's AZELLA scores if not Proficient? *Yes, you would be informing Parents/Guardians with the most pertinent information so they can best make decisions regarding their child's English Language Development. Then, they would have the most current information readily available to them to potentially enroll their child back into EL services, or continue to PW.*

5. It is my understanding that each year we must let families of PW students who still qualify for EL services know that they can enroll their student in EL services. *Parents/Guardians must receive a copy of their student's Spring AZELLA Reassessment results which notifies them that their child has either reclassified or scored an Overall Proficiency Level of less than Proficient. A less than Proficient score*

continues their eligibility for EL services. Parents have the option each year to withdraw their EL student from receiving services, or not. Parents have the option to reenroll their EL student back into services at any given time.

6. If a student transfers into our district with a PW code on the EL70 report, and the parent still says they don't want them in the program, do we need to obtain a signed Parental Withdrawal form? *It is best practice to meet with the Parents/Guardians to inform them of what EL services are offered for their student at your LEA and to ensure this is still what they want for their child. You do not have to obtain a new form, but you must document that consultation (document the consultation details on the existing form, or, sign a new form).*

7. If a parent only wants his/her student to receive a portion of services, such as just integrated services so they do not lose an elective class, are they to be considered parent withdrawn and complete a PW form? *EL students cannot receive partial services. If the parent/guardian wants to withdraw the student from the program, he/she can. In that case, the parent/guardian needs to complete a PW form.*

8. Would we need a new PW form for Elementary to Middle school or Middle school to High School if the district and SEI model is still the same? *A new PW is not required, but it is recommended.*

9. When placing a student in an EL program, can it be an elective or does it need to replace their mainstream English class? *Their Targeted SEI Instruction must be given in a separate SEI Targeted Instruction classroom/grouping. This does not replace the student's ELA requirements for graduation.*

10. Is the EL program an English credit? *Targeted SEI instruction is not the same as ELA. The EL student would need to also complete his/her ELA requirements for graduation.*

11. What are the best procedures for withdrawing a student from the EL program? (In regards to having conversations with parents and their needing to initiate the PW.) *If parents have been given the PNC to review and have stated they want to withdraw the EL student from the program, set up a conversation with the parent(s)/guardian(s) (in-person, virtually, or over the phone) to inform them of the program(s) offered on your campus, the student's information as stated on the PNC, and what the options are which are including withdrawal from EL services. The students will continue to take the AZELLA Reassessment until an Overall Proficiency Level score of Proficient is obtained.*

12. Can you share a link to the federal document outlining guidelines for EL services and requirements? *https://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-el-students-201501.pdf*

13. Is the PW an annual form (like the PNC)? *It is not an annual form. However, a new one must be completed when entering a new district. A new one is also required when a student already had a PW on file, was opted back into receiving services, and now the parent/guardian wants to PW again.*

14. If we keep all signed documents digitally, do we need to keep paper files? Is there any document we are required to keep a paper copy of in a file? *Digital files can be used as long as they are easily accessible if requested and all ADOA requirements for electronic signatures are met. There is no requirement for there to be a hard/paper copy on file.*