

Boston Public Schools

English Language Development (ELD) Folder Review Checklist

Student Name: _____

Student ID _____

School: _____

Program _____

DOE Criterion	Elements	SY 20__ - __ ELD Level __	SY 20__ - __ ELD Level __
		√ or N/A	√ or N/A
Initial Identification	Home Language Survey <i>from the Family Resource Center (FRC)</i>		
	Initial Intake and Results of Placement Assessments <i>from the FRC for K0, K1 and some K2 or Newcomers Assessment Center (NACC) with placement recommendations</i>	TBE Waiver Form	
	TBE Waiver Request (if applicable) <i>signed by NACC staff member</i>		
	SIFE Enrollment Forms (if applicable) <i>signed by NACC staff member</i>	Program Change Form	
		TBE Waiver Request	
Program Placement & Updates	Annual Notification of Program Placement Letter <i>. This letter must be sent to the parents within 30 days of student start date.</i>		
	Annual Resubmission of TBE Waiver Request Form <i>must be resubmitted and signed by the Principal/Headmaster every year after the Initial Waiver from the NACC</i>		
	Program Change Forms <i>(replacing the DI-6 form)</i>		
	Add/Restore LEP Status Form (if applicable)		
Assessments	WAP-T		
	ACCESS Scores		
	Parent Notification of W-APT or ACCESS Scores		
	Mid-year, interim, End of the year Assessments <i>from the state, BPS, or teacher (e.g. TERC, ESL., etc.)</i>		
	MCAS Scores-all that apply		
Students Records	Class Schedule		
	Report Card (in native language if available)		

Updated: September 2014

All BPS guidelines concerning confidentiality of student records apply to this folder

	Progress Reports and other Educational Support documents		
	Individual Student Success Plans		
HILT for SIFE	Program Change Form (if ELL enrolls in program AFTER NACC intake) <i>signed by the Principal/Headmaster</i>		
	Annual Resubmission of TBE Waiver Request Form <i>must be resubmitted and signed by the Principal/Headmaster every year after the Initial Waiver from the NACC OR submitted with change of Program Form if ELL enrolls in HILT after the NACC intake process</i>		
	HILT Instructional Plan <i>must be done after each semester</i>		
Monitoring of FLEP Students	Reclassification to FLEP Document		
	Parent Notification of FLEP Reclassification		
	FLEP Monitoring Checklist <i>must be done after each report card</i>		
ELD Updates	Parent Invitation to ELD Update Meeting		
	ELD Update Checklist <i>used in the ELD Update Meeting</i>		
	Parent Notification of ELD Update <i>letter must be given or sent after ELD Update Meeting</i>		
Access Log	Log with the names and dates of anyone who has seen the ELD folder		

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