

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY  
Director of Instruction  
Director de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

05/22/17

Dear Tobin K-8 Educators of ELLs and Middle School homeroom educators,

This memorandum communicates the process we will use to plan for, schedule and execute ELD Update and FLEP Reclassification Meetings for SY'2016-2017.

Time frame	The process window for the ELD Update Meeting is Week of May 22, 2017 through June 9, 2017
Week of May 22 <sup>nd</sup> through June 9 <sup>th</sup> 2017	<p><b>ELD Update Meeting Protocol:</b></p> <ol style="list-style-type: none"> <li>Educators will review <u>ACCESS Spring 2017 Results Spreadsheet</u> and the <u>ACCESS Student Roster Report</u> for all ELLs enrolled in your homeroom K-5 and Middle School classes in 6-8.</li> <li>Educators will determine student's Spring 2017 ELD level based on ACCESS English proficiency results in conjunction with other academic performance evidence including reports card grades, classroom level assessments of progress, running records and other BPS benchmarks including DIBELS/TRC.</li> <li>Educators will complete the <u>ELD-FLEP Review Checklist</u> with consideration for the <u>ELD Level Descriptors</u> for all ELLs. Teachers will complete the checklist indicating the names of team members (top left), current LEP Status, current ELD Level and FLEP Reclassification (if applicable) on the top right of form. Classroom teachers will designate √; X; N/A for each review step with comments as necessary. We will use the Composite Overall Proficiency Level referenced on the <u>ACCESS Spring 2017 Results spreadsheet</u> and <u>ACCESS Student Roster Report</u> to confirm the NEW ELD level or FLEP reclassification for each student. <b>Please note, in accordance with BPS policy assigned ELD levels will be within one variation of ACCESS for ELLs level results (Example: A student with ACCESS for ELLs level 3 [3.0 to 3.9] may be assigned an ELD of 2, 3, or 4.), unless reasonable evidence can be provided for differentiation in ACCESS for ELLs results and ELD levels. OELL will review ELD levels entered by schools to ensure compliance with this policy.</b></li> <li>Educators will schedule an ELD update meeting for all ELLs using the <u>Parent Invitation to FLEP and ELD Update meeting letter</u>. The letter must set the date, time and location of the meeting. <u>Note, parental attendance is recommended but not required.</u></li> <li>Educators will prepare a copy of the <u>PARENT ELD Notification letter</u> for all ELLs indicating the PREVIOUS and NEW ELD level.</li> <li>Educators will meet with parent(s) to confirm the NEW ELD level using the <u>PARENT ELD Notification letter</u> and communicate progress in Speaking, Comprehension, Reading, Writing and Content Knowledge from the completed <u>ELD-FLEP Review Checklist Form</u>.</li> <li><b>Reminder, educators will provide signed copies of the PARENT ELD Notification letter, the ELD-FLEP Review Checklist Form and the ACCESS results to all ELLs Parents/Guardians. If a parent does not attend the meeting copies must be mailed home in business size envelopes with name and address of family provided by classroom teachers. Admin will deliver mailings to central office.</b></li> </ol> <p><b>NOTE:</b> Mr. Holly, LAT-Facilitator will enter the ELD level information on the "Annual Spring ELD Update" Tab in ASPEN by the district deadline <b>June 19<sup>th</sup>, 2017</b>.</p>

Sincerely,  
John Holly, Director of Instruction  
Cc: Efrain Toledano, Principal