

BOSTON PUBLIC SCHOOLS



MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY
Director of Instruction
Director de Instruccion

EFRAIN TOLEDANO
Principal
Director

04/09/18

Dear Tobin Teachers,

Good afternoon. As you know, the purpose of the ELD Folder is to provide an organized method in which the BPS track and verify documents that are used to meet all Federal and State requirements, and most importantly, to ensure ELLs are provided instructional and programmatic supports they need to succeed.

As previously shared, attached please find the **ELD Folder Review Checklist** (p.2-3) and **ELD Folder Student File Log** (p.4) for SY'2017-2018. As previously communicated, the ELD checklist is posted online in the Tobin Handbook | LAT/RETELL TAB | ELD/Folder. **As we near the completion of Term 3 for grades 6-8 and are within the Spring 2018 semester in grades K-5, all teachers must ensure all required paperwork and updates including FLEP monitoring is up-to-date with documentation in the ELD folder.**

Tobin K-8 Handbook:

About Us	Attendance	Protocols/Forms	CPTs	LAT/RETELL	SST
				ELL Policy and Forms	
				ELE Coordinated Program Review (CPR)	
				ELD Folder	ELD Folder Checklists Fall 2016 Spring 2017
				ELD Update Meetings	ELD Folder Review Checklist, SY'2017-2018
				FLEP Reclassification	ELD Folder Review Checklist Memo Fall, SY'2017-2018
				WIDA ELD Standards and Rubrics	ELD Folder Review Checklist Memo Spring, SY'2017-2018
				WIDA CAN DO Descriptors Key Uses Edition)	Annual Parental Notification of English Language Education (30 day letters)
				SIOP	Annual Notification of ELE Letter UPDATE (English)



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Sincerely,

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

Boston Public Schools

English Language Development (ELD) Folder Review Checklist

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 (K0/K1)		
	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)		
	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 used in the ELD Update Meeting		
	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		

Boston Public Schools: English Language Development (ELD) Folder Review Checklist

Student File Log

Reviewed By	Title	Date

Updated: September 2014
 All BPS guidelines concerning confidentiality of student records apply to this folder