

BOSTON PUBLIC SCHOOLS



MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY
Director of Instruction
Director de Instruccion

EFRAIN TOLEDANO
Principal
Director

09/07/17

Dear Tobin Educators,

Good morning everyone, attached please find the **ELD Folder Review Checklist** (p.2-3) for SY'2017-2018. The checklist is posted online in the Tobin Handbook | LAT/RETELL TAB | ELD/Folder. When we approach the Mid-point of Term 1 (Progress Reporting) in grades 6-8 and near the end of the Fall 2017 semester in grades K-5, we recommend educators will ensure all required **elements (highlighted in yellow)** are up-to-date with hard copies in the ELD folder for review.

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 Folder Review Checklist, SY'2017-2018
				ELD Update Meetings	ELD Folder Review Checklist Memo Fall, SY'2017-2018
				FLEP Reclassification	ELD Folder Review Checklist Memo Spring, SY'2017-2018
				WIDA ELD Standards and Rubrics	
				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)

BPS.solutions 

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		