

BOSTON PUBLIC SCHOOLS



MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY
Director of Instruction
Director de Instruccion

EFRAIN TOLEDANO
Principal
Director

05/28/19

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'2018-2019.

Time frame	The process window for the ELD Update Meeting is Week of June 3 rd through June 7, 2019
Week of June 3 rd through June 7, 2019	<p>ELD Update Meeting Protocol:</p> <ol style="list-style-type: none"> Educators will review <u>ACCESS Spring 2019 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. Educators will determine student's Spring 2019 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 MAP Fluency/Growth. Educators will complete the <i>ELD-FLEP Review Checklist</i> with consideration for the <i>ELD Level Descriptors</i> 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 2019 Results spreadsheet</u> and <u>ACCESS Student Roster Report</u> to confirm the NEW ELD level or FLEP reclassification for each student. ELD update decisions will be made in accordance with BPS/OELL memo titled "Proposing an ELD that Differs from ACCESS". Memo provided in hard copy by LATF Ms. Connolly. Educators will schedule an ELD update meeting for all ELLs using the <i>Parent Invitation to FLEP and ELD Update meeting letter</i>. The letter must set the date, time and location of the meeting. <u>Note, parental attendance is recommended but not required.</u> Educators will prepare a copy of the <i>PARENT ELD Notification letter</i> for all ELLs indicating the PREVIOUS and NEW ELD level. Educators will meet with parent(s) to confirm the NEW ELD level using the <i>PARENT ELD Notification letter</i> and communicate progress in Speaking, Comprehension, Reading, Writing and Content Knowledge from the completed <i>ELD-FLEP Review Checklist Form</i>. Reminder, educators will provide signed copies of the <i>PARENT ELD Notification letter</i>, the <i>ELD-FLEP Review Checklist Form</i> 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. <p>NOTE: Ms. Connolly, LAT-Facilitator will enter the ELD level information on the "Annual Spring ELD Update" Tab in ASPEN by the district deadline June 14th, 2019.</p>

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