



### EL PROGRAM INITIAL IDENTIFICATION AND PLACEMENT

Student Name:

Student ID

School Name:

School-Year:

School-based INITIAL IDENTIFICATION documents (required)

√ or N/A	ELEMENT	SCHOOL YEAR
	Home Language Survey results- Summary can be taken from ASPEN Student tab Should already be in their folder, unless they are new.	
	If a student ( grade K2-12) is identified as an EEE on the Home language Survey ( English Speaker only), provide evidence of supports and interventions provided to student before a language assessment is recommended.	
	Initial Intake and Results of Placement Assessments from the Welcome Center for K0, K1 and some K2 or Newcomers Assessment & Counseling Center (NACC) with placement recommendations. Only if they were assessed at the Welcome Center (would only be for Newcomers)	
	Language Assessments: Results from the Pre-IPT, K-WAPT, or WIDA MODEL assessment used to identify initial level of student. Should already be in their folder, unless they are new.	
	Native Language Assessment: For students who are being identified as Students of Limited or Interrupted Formal Education ( SLIFE) a record of summary interview by SLIFE Director(s)	
	TBE Waiver Request (if applicable) signed by School Administrator	
	SLIFE Enrollment Forms (if applicable) signed by SLIFE Administrator (s)	
	Opt-Out: If a family makes a decision to opt out, include 1) a copy of the opt out checklist, 2) all documents that were submitted to OELL, 3) the approval notification from OELL.	

### ANNUAL ELD FOLDER CHECKLIST

Student Name:

Student ID

School Name:

School-Year:

√ or N/A	ELEMENT	
	<b>IEP Code Change Request Form:</b> If student is identified as an EL, a new ELD level proposed outside of the annual update process, or other English Learner related information requested to be changed, retain a copy of the paperwork and rationale submitted to OELL. <i>Only if this is applicable.</i>	
	<b>Annual Resubmission of TBE Waiver Request Form:</b> This form must be submitted 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 a HILT for SLIFE program after the NACC intake process.	
	<b>Student Academic Schedule:</b> A copy of the student's academic schedule for the year. If the schedule changes by semester, each new iteration needs to be attached for that year. <i>Must include when ESL happens.</i>	
	<b>Student Improvement Plans or HILT Instructional Plan:</b> For SLIFE students whose HILT Plan are required or an EL student who is scheduled for an academic intervention support- a copy of the improvement plans and results need to be filed.	
	<b>ELSWD Checklist:</b> If the student has a disability the ELSWD checklist must be included. A copy must be placed in the student's IEP folder as well. <i>Only if the student has an IEP. This is provided by the COSE.</i>	
	MCAS Report	
	<b>Quarterly Report Cards</b> with translated copies if available.	
	<b>Progress Reports</b> with parent notices ( translated where requested)	
	<b>Mid-Year Assessments, Interim Assessments, End of the Year Assessments</b>	
	Student <b>Sample work</b> where appropriate	
	<b>ACCESS Scores</b>	
	<b>ELD Update Checklist</b> <i>(used in the ELD Update Meeting)</i>	
	<b>Parent Invitation to ELD Update Meeting:</b> (translated where requested)	
	<b>Annual Notification of Program Placement Letter(s)/Parent Notification of ELD Update</b> <i>(letter must be given or sent after ELD Update Meeting)</i>	
	<b>Opt-Out form:</b> If a family makes a decision to opt out, include 1) a copy of the opt out checklist, 2) all documents that were submitted to OELL, 3) the approval notification from OELL.	
	<b>Monitoring Form</b>	

