English Language Development Folder

STUDENT FILE ACCESS LOG *(log entry required every time someone reviews this ELD folder)*

Student Name: *Student ID*

School Name: *School-Year:*

Full Name of Reviewer	Title or Role of Reviewer	School Name	Date Reviewed

All BPS guidelines concerning confidentiality of student records apply to this folder.

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ANNUAL ELD FOLDER CHECKLIST

Student Name: *Student ID*

School Name: *School-Year:*

√ or N/A	ELEMENT	
	LEP Code Change Request Form: 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	
	Annual Resubmission of TBE Waiver Request Form: 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.	
	Student Academic Schedule: 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.	
	Student Improvement Plans or HILT Instructional Plan: 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.	
	ELSWD Checklist: 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.	
	MCAS Report	
	Quarterly Report Cards with translated copies if available.	
	Progress Reports with parent notices (translated where requested)	
	Mid-Year Assessments, Interim Assessments, End of the Year Assessments	
	Student **Sample work** where appropriate	
	ACCESS Scores	
	ELD Update Checklist *(used in the ELD Update Meeting)*	
	Parent Invitation to ELD Update Meeting: (translated where requested)	
	Annual Notification of Program Placement Letter(s)/Parent Notification of ELD Update *(letter must be given or sent after ELD Update Meeting)*	
	Opt-Out form: 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.	
	Monitoring Form	

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Student Monitoring:

Student Name: *Student ID*

School Name: *School-Year:*

Please select: Kindergarten-Never EL, FEL, or Opt Out

Please write the record or document name in the "Title" column below, as applicable:

- **Former English Learner Reclassification Meeting Checklist**
- **Parent Notification of Former English Learner Reclassification**
- **Monitoring Checklist** *(must be done at the end of each marking period)*

√ or N/A	SCHOOL YEAR & TERM/SEMESTER	TITLE