



Marysville Joint Unified School District

Principal's Assurances Checklist

By October 30:

ELAC: I have met with the chairperson to plan agendas and meeting dates. We had our first meeting on _____ (or the first meeting has been scheduled for _____). We have discussed the training topics and determined dates for ELAC meetings at which the training topics will be covered. A list of dates has been sent to District EL Dept.

DELAC: I have met with the chairperson to assure that proper guidelines were followed to elect a DELAC representative.

EL SPECIALIST: I have communicated with the EL Specialist (_____) and set up a schedule of regular meetings to ensure ongoing communication regarding the progress of our English Learners.

LANGUAGE REVIEW TEAM: I have formed the Language Review Team for the year. In addition to the EL Specialist and me, the following staff members will serve: (names and titles)

ELD INSTRUCTION: I have reviewed class lists and/or Master Schedules to assure all students are appropriately leveled and placed for daily ELD. Each EL student will receive a minimum of: 30 minutes in Kindergarten, 45 minutes in grades 1-6, 1 period in grades 7-8, or 1 year long block in grades 9-12 of ELD instruction.

CUM FOLDERS/GREEN FOLDERS: The EL Specialist and I met with the office staff on (Date: _____) to review the procedures relating to Home Language Survey, tracking those students with a yes in #4 only on the HLS, EL green folders, the parental exemption waiver and request to withdraw processes, and program placement notification.

PARENTAL EXCEPTION WAIVERS and REQUEST TO WITHDRAW FROM SEI: I explained the parental exception waiver process and the district's program options for English Learners to parents. I informed parents of the legal requirements in granting parental exception waivers, including: (1) the parent's right to appeal if the waiver is denied, and (2) the one time requirement that every EL student under the age of 10 years of age who is enrolling in a California school for the first time must be initially placed in a program taught overwhelmingly in English for no less than 30 calendar days. Parents obtained and signed waivers (EL form #13) at the school site if they chose. (Copies were distributed to parents, student's green EL folder, and the District EL Dept.) I have also explained the parental right to request their student be withdrawn from Structured English Immersion classes as well as the school's continued obligation to deliver ELD to the student even if withdrawn. Parents obtained and signed the Request to Withdraw from SEI (EL form #12) at the school site if they chose. (Copies were distributed to parents, student's green EL folder, and the District EL Dept.)

NUMBER OF PARENTAL EXCEPTION WAIVERS: ACCEPTED: _____ DENIED _____. (If denied, copies of the appeal form were distributed to parents, student's green EL folder, and the District EL Dept.)

NUMBER OF REQUEST TO WITHDRAW FROM SEI: _____

RECLASSIFICATION: The EL Specialist and I have reviewed and updated the list of students who may qualify for Reclassification thus far this year. We have notified the classroom teachers. Upon compilation of data, **reclassification may or may not proceed at this time**. If reclassification process is to be completed at this time, all necessary conferences and/or SST's have been held and all paperwork has been forwarded to the District EL Department. Language status has been changed in AERIES from "L" to "R" at the site.

**Students who qualify for reclassification at this point may be reclassified now or by February 19th with any others who might qualify after new CELDT scores are released in January.

CELDT TESTING: Annual CELDT testing has been completed as well as initial for new students enrolled as of 10/1.

PRIMARY LANGUAGE TESTING: Any primary language testing has been completed within 90 days of new enrollment.

EVALUATION AND ACCOUNTABILITY: I have conducted a self review of EL programs at my site by completing the EL Program Implementation and SDAIE checklists (forms #28 and 29).

MONITORING OF EL STUDENTS: Annual Progress Monitoring forms (EL forms 30, 31 or revised forms 34, 35) for all EL students have been updated. A list has been compiled of those students who need to be referred for Intervention Plans. The EL Specialist and I have reviewed the list and have distributed the pre-referral checklists to the appropriate teachers.

By November 19:

MONITORING OF RECLASSIFIED STUDENTS: The EL Specialist and I have reviewed the list of R-FEP students who will be monitored this year. The forms for Reclassification Follow-Up (EL forms #23 or 24 OR revised forms #34 or 35) have been filled out by the classroom teachers and/or EL Specialist as needed to update with first trimester/quarter data. The EL Specialist will collect the forms and schedule any at-risk students for the Language Review Team so that appropriate interventions can be discussed and prescribed. Follow up notes have been entered into AERIES as needed.

MONITORING OF EL STUDENTS: 1) Monitoring forms for Elementary EL students have been updated with first trimester data. 2) Monitoring forms for Secondary EL students have been updated with first quarter data.

Principal's Signature _____ Date _____
Retain original and send copy to Educational Services Dept.

District Administrator's Signature _____ Date _____

Mid January to Mid February:

CELDT SCORES: CELDT scores to be mailed home within 30 calendar days of receipt at district office (EL form #32).

By February 11:

ELAC: I have reviewed a list of the training topics that have been covered so far. Copies of the agendas, minutes, sign-in sheets, and flyers have been sent to the District EL Department.

RECLASSIFICATION: The EL Specialist and I have reviewed the newest CELDT data and updated the list of students who may qualify for Reclassification this year. We have notified the classroom teachers. Any parent conferences and/or SST's needed have been scheduled to be held prior to February 19th.

MONITORING OF RECLASSIFIED STUDENTS: The forms for Reclassification Follow-Up (EL forms 23, 24 or revised forms 34, 35) have been filled out by the classroom teachers and/or EL Specialist as needed to update secondary forms with second quarter data and elementary forms with most current District Benchmark Assessment data. Follow up notes have been entered into AERIES as needed.

MONITORING OF EL STUDENTS: Monitoring forms for Secondary EL students have been updated with second quarter/first semester data. Elementary forms have been updated with most current District Benchmark Assessment data.

Principal's Signature _____ Date _____
Retain original and send copy to Educational Services Dept.

District Administrator's Signature _____ Date _____

By February 19:

RECLASSIFICATION: The site level reclassification process is complete for students who qualify. All paperwork has been forwarded to the District EL Department. Language status has been changed in AERIES from "L" to "R" at the site.

LRT: Language Review Team to meet in March to discuss progress of students who have an Intervention Catch-Up Plan.

By March 30:

RECLASSIFICATION: Copies of paperwork have been filed in students' green EL folders, and R-FEP stickers have been affixed over the EL stickers.

MONITORING OF RECLASSIFIED STUDENTS: Monitoring forms for Reclassification Follow-Up have been filled out by the classroom teachers and/or EL Specialist to update with third quarter data/ second trimester data. Follow up notes have been entered into AERIES as needed.

MONITORING OF EL STUDENTS: Monitoring forms have been updated with third quarter data/ second trimester data.

By April 15:

MONITORING OF RECLASSIFIED STUDENTS: Monitoring forms for Reclassification Follow-Up have been reviewed by the EL Specialist. At-risk students have been scheduled for Intervention Plan meetings. Pre-referral checklists have been distributed to teachers. Possible summer interventions have been discussed and parents will be notified by May 15.

MONITORING OF EL STUDENTS: Monitoring forms have been reviewed by the EL Specialist. At-risk students have been scheduled for Intervention Plan meetings. Pre-referral checklists have been distributed to teachers. Possible Summer interventions have been discussed and parents will be notified by May 15.

By May 15:

SUMMER INTERVENTIONS: Parents have been notified of recommendation for summer intervention. Summer school forms have been filled out and returned.

PROGRAM PLACEMENT NOTIFICATION: The Annual Results Notification and Program Placement forms (form #3) have been sent to parents. Copies have been filed in the green EL folders.

By June 15:

ELAC: All training topics that have been covered. DELAC representatives have reported on all training topics. Copies of the agendas, minutes, sign-in sheets, and flyers have been sent to the District EL Department. Dates for next year have been calendared for _____.

MONITORING OF EL AND RECLASSIFIED STUDENTS: All monitoring forms have been updated for the school year. They have been reviewed by me and/or the EL Specialist. Copies have been filed in the students' green EL folders. Follow up notes have been entered into AERIES as needed.

Principal's Signature _____ Date _____
Retain original and send copy to Educational Services Dept.

District Administrator's Signature _____ Date _____