



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## ATTACHMENT A

### CHECKLIST

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

- Review LAUSD Bulletin 6890.1
- Conduct review of student progress and complete Attachment B, *Records Review*. Data should be student-specific and current.
- Convene IEP team meeting and ensure EL representative participates.
- Complete Attachment C, “*IEP Team Worksheet to Determine Reclassification of English Learners with IEPs in Grades 6-12*” at the IEP team meeting. **Attachment C may be drafted prior to the IEP meeting but must be reviewed in its completion at the meeting with the parent/guardian.**
  - Fill out student demographic information
  - Complete Criterion 1 – Assessment of English Language Proficiency
    - Part A
    - Part B
  - Complete Criterion 2 - Teacher’s Evaluation of Student Academic Performance
    - Part A
    - Part B
  - Complete Criterion 3 - Comparison of Performance in Basic Skills
    - Part A
    - Part B
  - Complete Criterion 4 - Parent/Guardian Opinion and Consultation  
*Note: Parent/Guardian **must** participate in the IEP meeting. If parent/guardian participates via phone, form can be sent home for signature.*
  - Complete IEP Team Determination - Obtain Signatures  
All individuals must participate in the IEP meeting.
    - Parent/Guardian/18+ Student Name and Signature
    - EL Representative Name and Signature
    - IEP Case Manager Name and Signature
    - Administrator Name and Signature
- Required IEP Components
  - IEP **must be** in Active or Pending status (not In Process or Recessed)
  - ELD Present Level of Performance (PLP) addresses all four language domains (listening, speaking, reading, and writing.)



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- ELD Goal page should include a statement regarding reclassification rather than a goal.  
*Ex. Student has reclassified per BUL-6890.1: Guidelines for IEP Teams on the Reclassification Procedures for Secondary Long-Term English Learners with Disabilities in Grades 6-12.*
- Page 10 Parent Participation must be indicated  
*Note: Parent/Guardian participation via phone is acceptable but should be marked as "parent/student has participated in the IEP meeting" in the upper left box on Page 10 of the IEP.*
- FAPE 2, Section 4 (Additional Discussion) must include a statement regarding reclassification and the IEP team's determination.  
*Ex. "A discussion was held regarding reclassification and the IEP determined that student no longer needs ELD services and can reclassify. See Attachment C in IEP Management section."*
- Page 11 (Meeting Sign-In) must reflect EL Representative's participation in IEP meeting.
- Upload scanned copy of signed Attachment C in the Attached Documents section of the IEP Management screen in Welligent.
  
- Submit copy of Attachment C, *IEP Team Worksheet to Determine Reclassification of English Learners with IEPs in Grades 6-12* along with Attachment B, *Records Review* to the Local District EL Programs Coordinator.
  
- File original copies of Attachment B and Attachment C in student's blue Master Plan folder in their cumulative record.  
*Note: Once documents have been processed by the Office of Data and Accountability, reclassification letters and labels will be generated by the Multilingual Multicultural Education Department and distributed to school sites.*
  
- Upon receipt of reclassification letters and labels, follow the procedures below:
  - Have the principal sign the *Notification of Reclassification* letter



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- Copy the letter and send it to the parent/guardian for signature to acknowledge the change in the child's language classification to Reclassified Fluent English Proficient (RFEP)
- File the letter permanently in the blue Master Plan folder located in the student's cumulative record
- File an additional copy of the *Notification of Reclassification* letter permanently in a separate file at the school site
- Affix the reclassification label to the appropriate section of the cumulative record
- Enter the parent notification date (the date the notification was sent to the parent/guardian) into the *Mass Notification Date Entry* screen in MiSiS