

**Multicultural & Multilingual Education Department (MMED)
EL Program Online Accountability System Calendar**



Code	Grade Span	2016-2017 Monthly Accountability List-Fall	Due By:
August Accountabilities			
A CELDT	All	CELDT Testing Coordinator Certification	8/31/16
B MP Program Options	Elem	Master Plan Instructional Program Options Orientation Meetings—Grades TE-K (3 meetings required)	8/31/16
B MP Program Options	All	Master Plan Instructional Program Options Informational Meeting #1—Gr. 1-12	8/31/16
C Class Org./Prog. Placement for ELs	Elem	Master Plan Program Classroom Organization (Elementary)	8/31/16
C Class Org./Prog. Placement for ELs	Sec	Class Scheduling and Placement of English Learners (Secondary)	8/31/16
J Monitoring ELD Instruction	Elem	Monitoring ELD Instruction (Elementary)	8/31/16
J Monitoring ELD Instruction	Sec	Monitoring ELD/LTEL Course Placement (Secondary)	8/31/16
September Accountabilities			
A CELDT	All	CELDT Training for All Test Examiners	9/30/16
C Class Org./Prog. Placement for ELs	All	English Learner Services Monitoring	9/30/16
D Parent Notifications	All	Initial Notification for Parents of English Learners (Unofficial initial CELDT results)	9/30/16
D Parent Notifications	All	Annual Notification for Parents of English Learners	9/30/16
G ELAC	All	ELAC – Orientation, Elections, and Certification Form	9/30/16
H SSPT	All	SSPT Membership Form	9/30/16
K Professional Development	All	Professional Development Plan—PD Specific to English Learners	9/30/16
October Accountabilities			
A CELDT	All	CELDT Administration Certification	10/31/16
A CELDT	All	CELDT-EL Special Education	10/31/16
G ELAC	All	ELAC – Training of Officers	10/31/16
I Monitoring LTELs	Sec	LTEL Designee Form (Optional for Elementary)	10/31/16
J Monitoring ELD Instruction	All	Fall (Master Plan) Survey	10/31/16
K Professional Development	All	2016 – 2017 English Learner Master Plan Institute Attendance	10/31/16
K Professional Development	All	Class Observations-Designated and Integrated ELD	10/31/16
November Accountabilities			
F Monitoring RFEP Students	Elem Sec	Monitoring RFEP Student Progress	11/30/16
G ELAC	All	ELAC – The Importance of Regular School Attendance (Recommendation to SSC)	11/30/16
J Monitoring ELD Instruction	Elem	Monitoring ELD Instruction	11/30/16
December Accountabilities			
B MP Program Options	All	Master Plan Instructional Program Options Log, 1 st Semester	12/31/16
E Reclassification	Sec	Reclassification of Eligible Students	12/31/16
G ELAC	All	ELAC Comprehensive Needs Assessment (Recommendation to SSC)	12/31/16
H SSPT	All	SSPT Meeting Log, 1 st Semester	12/31/16

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Code		2016-2017 Monthly Accountability List-Spring	Due By:
January Accountabilities			
I Monitoring LTELs	Sec	Monitor LTEL Student Progress-Parent Meeting #1	1/31/17
B MP Program Options	All	Master Plan Instructional Program Options Informational Meeting #2	1/31/17
E Reclassification	All	Reclassification of Eligible Students	1/31/17
G ELAC	All	ELAC – Single Plan for Student Achievement (Recommendation to SSC)	1/31/17
J Monitoring ELD Instruction	Sec	Monitoring ELD/LTEL Course Placement (Secondary)	1/31/17
February Accountabilities			
C Class Org./Prog. Placement for ELs	All	English Learner Services Monitoring	2/28/17
E Reclassification	All	Reclassification of Eligible Students	2/28/17
F Monitoring RFEP Students	Sec	Monitoring RFEP Student Progress (Secondary)	2/28/17
K Professional Development	All	Class Observations-Designated and Integrated ELD	2/28/17
March Accountabilities			
D Parent Notifications	All	Parent Notification of Annual CELDT Results	3/31/17
E Reclassification	Elem	Reclassification of Eligible Students (Elementary)	3/31/17
F Monitoring RFEP Students	Elem	Monitoring RFEP Student Progress (Elementary)	3/31/17
J Monitoring ELD Instruction	Elem	Monitoring ELD Instruction (Elementary)	3/31/17
April Accountabilities			
G ELAC	All	ELAC – Language Census (Recommendation to SSC)	4/30/17
I Monitoring LTELs	Sec	Monitor LTEL Student Progress-Parent Meeting #2	4/30/17
May/June Accountabilities: DUE BY JUNE 12, 2017			
E Reclassification	All	Reclassification of Eligible Students	6/12/17
H SSPT	All	SSPT Meeting Log, 2 nd Semester	6/12/17
K Professional Development	All	Class Observations-Designated and Integrated ELD	6/12/17