



Multicultural & Multilingual Education Department (MMED)



**FALL SEMESTER (Revised 3/22/18)**

Check ✓	Level	Monthly EL Program Task Calendar 2017-2018	Cert. Date <sup>1</sup>	OLAS Upload Item <sup>2</sup>
<b>August</b>				
<input type="checkbox"/>	Elem	Hold 3 Master Plan Instructional Program Options K Orientation Meetings	8/31/17	√
<input type="checkbox"/>	All	Hold Master Plan Instructional Program Options Informational for parents of ELs in grades 1-12	8/31/17	√
<input type="checkbox"/>	All	Organize EL classrooms according to Master Plan guidelines	8/31/17	
<input type="checkbox"/>	Elem	Establish ELD instructional block/schedule for the school site	8/31/17	
<input type="checkbox"/>	Sec	Monitor ELD/LTEL Course Placement (Secondary) to ensure all ELs have an ELD/LTEL course in their class schedule	8/31/17	
<input type="checkbox"/>	All	Establish and in-service the Student Support and Progress Team (SSPT)	8/31/17	√
<b>September</b>				
<input type="checkbox"/>	All	Code all classes of ELs with appropriate EL services in MiSiS	9/30/17	
<input type="checkbox"/>	All	Send the Initial Notification of Enrollment by September 13, 2017	9/30/17	√
<input type="checkbox"/>	All	Send the Initial Notification of Assessment Results by September 13, 2017	9/30/17	√
<input type="checkbox"/>	All	Send Annual Notification of Assessment Results and Confirmation of Program Placement by September 13, 2017	9/30/17	√
<input type="checkbox"/>	All	Complete all Initial CELDT assessments for student enrolled from the beginning of the academic year by September 13, 2017	9/30/17	
<input type="checkbox"/>	Elem	Plan and provide professional development specific to ELs - Deliver ELPAC Awareness Module	9/30/17	
<b>October</b>				
<input type="checkbox"/>	Sec	Identify the LTEL Designee for the school site	10/31/17	√
<input type="checkbox"/>	All	Correct all EL program data in MiSiS for the Fall Language Census	10/31/17	
<input type="checkbox"/>	All	Conduct class observations of Designated and Integrated ELD	10/31/17	
<input type="checkbox"/>	Sec	Monitor RFEP Student Progress school-wide as part of SSPT <sup>3</sup>	10/31/17	√
<input type="checkbox"/>	Sec	Plan and provide professional development specific to ELs - Deliver ELPAC Awareness Module	10/31/17	
<b>November</b>				
<input type="checkbox"/>	Elem	Monitor RFEP student progress school-wide as part of SSPT <sup>3</sup>	11/30/17	√
<input type="checkbox"/>	All	Monitor the progress of EL Students as part of SSPT <sup>3</sup>	11/30/17	√
<input type="checkbox"/>	All	Upload SSPT Meeting Log for August, Sept., October, and November	11/30/17	√
<b>December</b>				
<input type="checkbox"/>	All	Plan and provide professional development specific to ELs	12/31/17	√
<input type="checkbox"/>	All	Conduct classroom observations of Designated and Integrated ELD	12/31/17	√
<input type="checkbox"/>	All	Maintain the Master Plan Instructional Program Options Log, 1st Semester	12/31/17	
<input type="checkbox"/>	All	Reclassify all ELs who have met the reclassification criteria	12/31/17	

<sup>1</sup>EL Instructional Online Accountability System (OLAS) due dates may change due to state and/or federal requirements.

<sup>2</sup>A checkmark in this column indicates that evidence of this task must be uploaded to OLAS.

<sup>3</sup>Monitoring EL/RFEP student progress is an ongoing process to inform targeted academic and/or linguistic instruction or intervention support.



**SPRING SEMESTER (Revised 03/22/18)**

Check ✓	Level	Monthly EL Program Task Calendar 2017-2018	Cert. Date	OLAS Upload Item
<b>January</b>				
<input type="checkbox"/>	Sec (elem. optional)	Monitor LTEL Progress--Parent Meeting #1	1/31/18	√
<input type="checkbox"/>	All	Hold Master Plan Instructional Programs Options meeting #2	1/31/18	
<input type="checkbox"/>	Sec	Monitor ELD/LTEL Course Placement to ensure that all ELs have an appropriate ELD/LTEL course in their class schedule	1/31/18	√
<input type="checkbox"/>	All	Ensure that all classes with ELs have EL service section attributes entered in MiSiS	1/31/18	√
<input type="checkbox"/>	All	Send the identified ELPAC Coordinator to ELPAC training	1/31/18	
<b>February</b>				
<input type="checkbox"/>	Sec	Monitor RFEP Student Progress as part of SSPT <sup>3</sup>	2/28/18	√
<input type="checkbox"/>	All	Monitor the progress of EL Students as part of SSPT <sup>3</sup>	2/28/18	√
<b>March</b>				
<input type="checkbox"/>	All	Conduct class observations of Designated and Integrated ELD	3/31/18	√
<b>April</b>				
<input type="checkbox"/>	Sec (elem. optional)	Monitor LTEL Progress--Parent Meeting #2	4/30/18	√
<input type="checkbox"/>	Elem	Monitor RFEP Student Progress as part of SSPT <sup>3</sup>	4/30/18	√
<b>May</b>				
<input type="checkbox"/>	All	Administer the annual ELPAC to all ELS	5/31/18	
<input type="checkbox"/>	All	Plan and provide professional development specific to ELs	5/31/18	√
<input type="checkbox"/>	All	Conduct classroom observations of Designated and Integrated ELD	5/31/18	
<input type="checkbox"/>	All	Reclassify all ELs who have met the reclassification criteria	5/31/18	
<b>June</b>				
<input type="checkbox"/>	All	Maintain the Master Plan Instructional Program Options Log, 2 <sup>nd</sup> Semester	6/30/18	
<input type="checkbox"/>	All	Upload SSPT Meeting Log for December, January, February, March, April and May	6/30/18	√

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<sup>3</sup>Monitoring EL/RFEP student progress is an ongoing process to inform targeted academic and/or linguistic instruction or intervention support.