



Multicultural & Multilingual Education Department (MMED)



2018-2019 Monthly EL Program Task Calendar

Check ✓	Level	<u>FALL SEMESTER</u>	Cert. Date ¹	OLAS Upload Item ²
August				
<input type="checkbox"/>	Elem	Hold 3 Master Plan Instructional Program Options K Orientation Meetings	8/31/18	√
<input type="checkbox"/>	All	Hold a Master Plan Instructional Program Options Informational Meeting for parents of ELs in grades 1-12	8/31/18	√
<input type="checkbox"/>	All	Organize EL classrooms according to Master Plan guidelines	8/31/18	
<input type="checkbox"/>	Elem	Establish the ELD instructional block/schedule for the school site	8/31/18	√
<input type="checkbox"/>	Sec	Monitor ELD/LTEL course placement to ensure all ELs have an appropriate ELD/LTEL course	8/31/18	√
<input type="checkbox"/>	All	Establish the Student Support and Progress Team (SSPT)	8/31/18	√
<input type="checkbox"/>	All	Provide initial ELPAC training to test examiners	8/31/18	
September				
<input type="checkbox"/>	All	Ensure all classes with ELs have EL service section attributes entered in MiSiS	9/30/18	√
<input type="checkbox"/>	All	Send the Initial Notification of Enrollment by September 12, 2018	9/30/18	√
<input type="checkbox"/>	All	Send the Initial Notification of Assessment Results by September 12, 2018	9/30/18	√
<input type="checkbox"/>	All	Send Annual Notification of Assessment Results and Confirmation of Program Placement by September 12, 2018	9/30/18	√
<input type="checkbox"/>	All	Administer and score Initial ELPAC assessment for English Learners enrolled from the beginning of the academic year by September 12, 2018	9/30/18	
<input type="checkbox"/>	All	Provide professional development on the 2018 Master Plan for ELs and SELs Module	9/30/18	√
<input type="checkbox"/>	All	In-servicing of the Student Support and Progress Team (SSPT) on their roles and responsibilities	9/30/18	
October				
<input type="checkbox"/>	Sec	Identify the LTEL Designee for the school site	10/31/18	√
<input type="checkbox"/>	All	Correct all EL program data in MiSiS for the Fall Language Census by October 3, 2018	10/31/18	
<input type="checkbox"/>	All	Conduct classroom observations of Designated and Integrated ELD	10/31/18	
November				
<input type="checkbox"/>	All	Monitor RFEP student progress school-wide as part of SSPT ³	11/30/18	√
<input type="checkbox"/>	All	Monitor EL student progress school wide as part of SSPT ³	11/30/18	√
December				
<input type="checkbox"/>	All	Conduct classroom observations of Designated and Integrated ELD	12/31/18	√

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

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

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

⁴Parent Meetings are to focus on at risk English Learners



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Check ✓	Level	<u>SPRING SEMESTER (Revised 2/26/19)</u>	Cert. Date ¹	OLAS Upload Item ²
		January		
<input type="checkbox"/>	All	Hold a Master Plan Instructional Programs Options meeting #2	1/31/19	
<input type="checkbox"/>	All	Ensure all classes with ELs have EL service section attributes entered in MiSiS	1/31/19	√
		February		
<input type="checkbox"/>	All	Parent Meeting #1 -- Monitor EL Progress ⁴	2/28/19	√
<input type="checkbox"/>	Sec	Monitor RFEP student progress as part of SSPT ³	2/28/19	√
<input type="checkbox"/>	All	Monitor EL student progress as part of SSPT ³	2/28/19	√
		March		
<input type="checkbox"/>	All	Conduct classroom observations of Designated and Integrated ELD	3/31/19	√
		April		
<input type="checkbox"/>	Elem	Monitor RFEP student progress as part of SSPT ³	4/30/19	√
		May		
		June		

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⁴Parent Meetings are to focus on at risk English Learners