



Los Angeles Unified School District
Division of Instruction
Multilingual and Multicultural Education Department

**Mainstream – Withdrawn by Parent/Guardian Request
 Conference Checklist**

School: _____ Local District: _____ Date: _____

Student ID: _____ Name: _____ Grade _____

Parent or Guardian: _____

Parent’s Primary Language: _____

Language in which conference was held: _____

Effective Date or School Year: _____

Name of English Learner Designee: _____

Check off each item that was discussed with the parent/guardian during this conference.

- Parent/guardian requested the Mainstream English Program without coercion from any member of the school staff
- The following was used to discuss program options with the parent/guardian during this conference:
 - Master Plan Instructional Program Options Parent Brochure for Parent of English Learners
 - Master Plan Instructional Program Options video
 - Data showing the student’s ELD and academic progress to date
 - Reclassification Criteria
 - Student’s grade level reclassification criteria results (ELPAC, DIBELS 8, RI, SBA, ELA Marks)
 - Other _____
- We discussed the difference between an instructional program designed to **develop English proficiency** to achieve grade level content and an instructional program designed to **teach fluent-English** proficient students’ content in English.
- The parent/guardian understands that the student will retain their language classification as an English Learner.
- The parent/guardian understands that the student is still required to meet the reclassification criteria.
- The EL Designee has discussed the student’s instructional services plan to ensure linguistic and academic progress.
- The EL Designee has discussed how the school will monitor the students’ academic progress (ELPAC and other data).
- The parent/guardian understands that their request for a **Mainstream English Program** will expire at the end of the school year and agrees to reevaluate placement at that time.

Comments: _____

Parent/Guardian Signature: _____ Date: _____

EL Designee Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Note: This document must be completed and attached to the **Change of Program Request Form**.