



## Multicultural & Multilingual Education Department (MMED) 2018-19 EL Program Online Accountability System Checklist



School Type	AUGUST ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
Elem	<p>Hold 3 Master Plan Instructional Program Options K Orientation Meetings for parents of ELs in ETK and K</p> <p>The principal and/or EL Designee must ensure that parents of newly enrolled ETK-K students are provided multiple opportunities to receive information regarding the English Learner instructional programs and their rights to select an instructional program for their child.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> <li><input type="radio"/> A copy of the English Learner instructional programs Informational Meeting announcement(s) sent to parents (at least 3 meetings for gr. ETK-K)</li> <li><input type="radio"/> Sign-in(s) for the English Learner instructional programs Informational Meetings provided for parents of ELs</li> <li><input type="radio"/> Copies of all handouts provided during the meetings</li> </ul>	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> <li><input type="radio"/> A copy of the English Learner instructional programs Informational Meeting announcements</li> <li><input type="radio"/> Sign-ins and agendas for the English Learner instructional programs informational meetings</li> </ul>	8/31/18
All	<p>Hold a Master Plan Instructional Program Options Informational meeting for parents of ELs in grades 1-12</p> <p>The principal and/or EL Designee must ensure that parents of newly enrolled students are provided multiple opportunities to receive information regarding the English Learner instructional programs and their rights to select an instructional program for their child.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> A copy of the English Learner instructional programs Informational Meeting announcement(s) sent to parents (at least 1 meeting)</li> <li><input type="radio"/> Sign-in(s) for the English Learner instructional programs informational meeting(s) provided for parents of ELs</li> <li><input type="radio"/> Copies of all handouts provided during the meeting(s)</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> A copy of the English Learner instructional programs informational meeting announcement(s)</li> <li><input type="radio"/> Sign-in(s) and agenda(s) for the English Learner instructional programs informational meeting(s)</li> </ul>	8/31/18
All	<p>Organize EL classrooms according to Master Plan guidelines</p> <p>The principal or EL Designee must ensure that all classrooms are organized in accordance with state law and district policy. The principal or EL Designee must certify that <u>all</u> EL students have been placed in the appropriate instructional program and classrooms organized in accordance with district policy.</p>	<p>ELEMENTARY</p> <ul style="list-style-type: none"> <li><input type="radio"/> Master Plan rosters documenting the composition of <u>all</u> classrooms for <u>all</u> grade levels (language classification and ELPAC levels).</li> </ul> <p>SECONDARY</p> <ul style="list-style-type: none"> <li><input type="radio"/> EL Monitoring Roster</li> <li><input type="radio"/> Annotated/highlighted master schedule, EL Student Schedule Summary, or Master Plan Roster indicating that ELs are clustered in core</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> CERTIFY ONLY</li> </ul>	8/31/18

Revised 2/27/19

Note: OLAS due dates may change due to state and/or federal requirements.

\*At risk RFEP students: RFEP students who are not mastering grade level learning standards as measured by grades and basic skills assessments

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		content classes according to language proficiency levels		
Elem	<p>Establish ELD instructional block/schedule for the school site</p> <p>The principal and/or EL Designee must verify that ELs in all instructional programs at all grade levels are provided the required daily instructional minutes of ELD (elementary)</p>	<input type="radio"/> EL Monitoring Roster <input type="radio"/> ELD daily schedule	<input type="radio"/> ELD daily schedule	8/31/18
Sec	<p>Monitor ELD/LTEL Course Placement (Secondary) to ensure all ELs have an ELD/LTEL course in their class schedule</p> <p>The principal and/or EL Designee must verify that ELs in all instructional programs at all grade levels are provided the appropriate ELD or LTEL course in accordance with district policy.</p>	<input type="radio"/> English Learner Student Schedule Summary Report <ul style="list-style-type: none"> <li>– Highlight ELD/ LTEL placement</li> <li>– Annotate students in mainstream per parent request and/or 12<sup>th</sup> graders completing A-G requirements in lieu of ELD/LTEL course</li> </ul> <input type="radio"/> Evidence of SSPT placement/progress monitoring for: <ul style="list-style-type: none"> <li>– Students beginning their third consecutive year as LTELs</li> </ul>	<input type="radio"/> Annotated English Learner Student Schedule Summary Report	8/31/18
All	<p>Establish the Student Support and Progress Team (SSPT)</p> <p>The Principal and/or EL Designee must identify the members of the Student Support and Progress Team (SSPT) for the current school year and complete the Student Support and Progress Team Membership Form. SSPT forms, policy, and resources can be accessed at <a href="http://sspt.lausd.net">http://sspt.lausd.net</a>. SSPT information for individual students is entered in MiSiS</p>	<input type="radio"/> The completed Student Support and Progress Team Membership Form	<input type="radio"/> A copy of the completed student Support and Progress Team Membership Form	8/31/18
All	<p>Provide initial ELPAC training to test examiners</p> <p>The Principal and/or EL Designee must ensure that the school test examiners participate in the initial ELPAC training.</p>	<input type="radio"/> Training agenda and sign-in <input type="radio"/> Copies of all handouts provided during the training <input type="radio"/> Signed Security Affidavits	<input type="radio"/> CERTIFY ONLY	8/31/18

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School Type	SEPTEMBER ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
All	<p>Ensure all classes with ELs have EL service section attributes entered in MiSiS</p> <p>The principal and designated staff members must monitor the school's master schedule to ensure that all course sections with one or more English Learner(s) reflect the instructional services provided to the English Learner(s). EL instructional services are recorded in MiSiS by adding an EL service section attribute to each section in which one or more English Learners is enrolled. The principal monitors classroom instruction and certifies that EL instructional services are being provided in the indicated sections.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> <li><input type="radio"/> MiSiS Section Attributes Report documenting that EL section attributes have been entered and updated as appropriate to reflect services provided in all sections in which one or more EL(s) is enrolled</li> <li><input type="radio"/> Signed English Learner Instructional Services Certification Form</li> </ul>	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> <li><input type="radio"/> MiSiS Section Attributes Report</li> </ul>	9/30/18
All	<p>Send the Initial Notification of Enrollment by September 12, 2018</p> <p>The principal and/or EL designee must ensure that all parents/guardians of newly enrolled ELs have received the Initial Notification of Enrollment and Placement in an Elementary Instructional Program for English Learners or Initial Notification of Enrollment and Placement in a Secondary Instructional Program for English Learners at the time of enrollment.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Copies of the Initial Notification of Enrollment and Placement in an Elementary Instructional Program for English Learners or Initial Notification of Enrollment and Placement in a Secondary Instructional Program for English Learners (Copies are to be maintained on file until the letter has been completed and signed by the parent/guardian, returned to the school, and filed in the blue Master Plan Folder in the student's cumulative record.)</li> <li><input type="radio"/> Evidence that the signed letters were filed in the students' cumulative records</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> One signed and completed sample Initial Notification of Enrollment and Placement in an Elementary Instructional Program for English Learners or Initial Notification of Enrollment and Placement in a Secondary Instructional Program for English Learners letter per grade level</li> </ul>	9/30/18
All	<p>Send the Initial Notification of Assessment Results by September 12, 2018</p> <p>The principal and/or EL designee must ensure that all parents/guardians of newly enrolled ELs have</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Copies of the Initial Parent Notification of Language Test Results and Confirmation of Program Placement letters sent to parents (Copies are to be maintained on file until the letter has been completed and signed by the</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> One signed and completed sample Initial Parent Notification of Language Test Results and Confirmation of Program Placement letter per grade level</li> </ul>	9/30/18

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	received the Initial Parent Notification of Language Test Results and Confirmation of Program Placement letter no later than 30 calendar days after the beginning of the school year/track (or during the school year, within two weeks of child being placed in program).	<p>parent/guardian, returned to the school, and filed in the blue Master Plan Folder in the student's cumulative record.)</p> <input type="radio"/> Evidence that the signed letters were filed in the students' cumulative records		
All	<p>Send Annual Notification of Assessment Results and Confirmation of Program Placement by September 12, 2018</p> <p>The principal and/or EL designee must ensure that all parents/guardians of ELs have received the Annual Assessment Results and Program Placement for English Learners letter no later than 30 calendar days after the beginning of the school year/track. Returned letters completed and signed by the parent/guardian are to be filed in the blue Master Plan Folder in the student's cumulative record.</p>	<input type="radio"/> Copies of the Annual Assessment Results and Program Placement for English Learners letters sent to parents (Copies are to be maintained on file until the letter has been completed and signed by the parent/guardian, returned to the school, and filed in the blue Master Plan Folder in the student's cumulative record.) <input type="radio"/> Evidence that signed letters were filed in the cumulative record	<input type="radio"/> One signed and completed sample Annual Assessment Results and Program Placement for English Learners letter per grade level.	9/30/18
All	<p>Administer and score Initial ELPAC assessment for all English Learners enrolled from the beginning of the academic year by September 12, 2018</p> <p>The principal, EL Designee, and/or ELPAC Coordinator must ensure that the initial ELPAC assessment is administered to all newly enrolled students whose primary language is not English, including students with disabilities, within established timelines.</p>	<input type="radio"/> Annotated Master Plan (or other) Roster indicating all students assessed with the initial ELPAC assessment and the date(s) tested	<input type="radio"/> CERTIFY ONLY	9/30/18
All	<p>Provide professional development on the 2018 Master Plan for ELs and SELs Module</p> <p>The principal and/or EL designee must ensure that professional development designed to improve the instruction and assessment of English Learners is included in the school professional development plan and professional development calendar. The principal must ensure that follow-up observations</p>	<input type="radio"/> School professional development plan (highlight PD descriptions specific to ELs/teachers of ELs) <input type="radio"/> School professional development calendar (highlight PD dates/titles specific to ELs/teachers of ELs) <input type="radio"/> Notifications, agendas, materials, and sign-ins for professional development specific to ELs	<input type="radio"/> School professional development plan <input type="radio"/> Agenda and Sign-in for 2018 Master Plan for ELs and SELs Module PD	9/30/18

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	of integrated and designated ELD instruction are conducted to determine the effectiveness of the professional development.			
All	<p>In-Servicing of Student Support and Progress Team (SSPT)</p> <p>The Principal and/or EL Designee must identify the members of the Student Support and Progress Team (SSPT) for the current school year and complete the Student Support and Progress Team Membership Form. SSPT forms, policy, and resources can be accessed at <a href="http://sspt.lausd.net">http://sspt.lausd.net</a>. SSPT information for individual students is entered in MiSiS.</p>	<input type="radio"/> Sign-in(s) and agenda(s) for SSPT meetings	<input type="radio"/> CERTIFY ONLY	9/30/18

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## Multicultural & Multilingual Education Department (MMED) 2018-19 EL Program Online Accountability System Checklist



School Type	OCTOBER ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
Sec	<p>Identify the LTEL Designee for the school site</p> <p>The principal must ensure that an LTEL Designee is assigned to monitor Long-Term English Learner student progress and placement, and to maintain communication with each LTEL and his/her family.</p>	<p><input type="radio"/> LTEL Designee Form</p>	<p><input type="radio"/> LTEL Designee Form</p>	10/31/18
All	<p>Correct all EL program data in MiSiS for the Fall Language Census</p> <p>The principal and/or EL designee must ensure that that English Learner (EL) and Reclassified Fluent English Proficient (RFEP) student data in MiSiS is up to date and accurate, in accordance with district policy, by the census date. Information from this survey will become the school's official Language Census data.</p>	<p><input type="radio"/> Certify reports—dated and annotated to indicate corrections and update</p> <p><input type="radio"/> MiSiS reports as appropriate—dated and annotated to indicate corrections and updates</p> <p><input type="radio"/> Copies of correspondence with other schools/school districts when obtaining student data such as language classification and CELDT results</p> <p><input type="radio"/> Copies of faxes/communications to the School Information Branch regarding EL student data</p>	<p><input type="radio"/> CERTIFY ONLY</p>	10/31/18
All	<p>Conduct class observations of Designated and Integrated ELD</p> <p>The principal and/or EL designee must ensure that professional development designed to improve the instruction and assessment of English Learners is included in the school professional development plan and professional development calendar. The principal must ensure that follow-up observations of integrated and designated ELD instruction are conducted to determine the effectiveness of the professional development.</p>	<p><input type="radio"/> Sample class observations of integrated ELD instruction (core content areas) and designated ELD instruction (ELD time/course or LTEL course) with teacher/student names and identifying information redacted</p>	<p><input type="radio"/> CERTIFY ONLY</p>	10/31/18

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## Multicultural & Multilingual Education Department (MMED) 2018-19 EL Program Online Accountability System Checklist



School Type	NOVEMBER ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
All	<p>Monitor RFEP Student Progress school-wide as part of SSPT</p> <p>The principal and/or EL designee must ensure that the academic progress of all RFEP students are regularly monitored for a minimum of four years. The Student Support and Progress Team meets to review the performance and progress of RFEP students, using the RFEP Monitoring Roster. If an RFEP student is not making satisfactory progress, the SSPT must meet to develop an intervention instructional plan with specialized support, following the Problem-Solving Approach. Monitoring and support should continue after four years for students not yet making adequate academic progress.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> <li>○ Annotated copy of the RFEP monitoring roster documenting RFEP students not mastering grade level learning standards as measured by grades and standardized assessments</li> <li>○ SSPT Meeting Log with indications of RFEP Monitoring meetings</li> </ul>	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> <li>○ One sample page of the annotated RFEP monitoring roster</li> <li>○ SSPT Meeting Log with indications of RFEP Monitoring meetings</li> </ul>	11/30/18
All	<p>Monitor EL Student Progress school-wide as part of the SSPT</p> <p>The principal and/or EL Designee must ensure the academic progress of ELs are regularly monitored. For students who are not meeting minimum progress expectations, the Student Support and Progress Team (SSPT) is to review the data, and to plan supports, interventions, and reclassification awareness activities. The principal and/or the EL Designee also must work with the SSPT to analyze data to determine which additional students are to be recommended for reclassification in accordance with district policy.</p>	<p>○ Annotated EL Monitoring Roster(s) to show EL students who are not making minimum progress expectations, as well as support to be provided to ELs not meeting minimum progress expectations towards meeting the reclassification criteria</p> <p>○ SSPT Meeting Log with indication of monitoring English Learners, Potential Long-Term English Learners, and Long-Term English Learners.</p>	<p>○ One sample page of annotated EL Monitoring Roster</p> <p>○ SSPT meeting log with indication of meetings for monitoring EL students</p>	11/30/18

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## Multicultural & Multilingual Education Department (MMED) 2018-19 EL Program Online Accountability System Checklist



School Type	DECEMBER ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
All	<p>Class Observation - Designated and Integrated ELD</p> <p>The principal and/or EL designee must ensure that professional development designed to improve the instruction and assessment of English Learners is included in the school professional development plan and professional development calendar. The principal must ensure that follow-up observations of integrated and designated ELD instruction are conducted to determine the effectiveness of the professional development.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <p><input type="radio"/> Sample class observations of designated ELD instruction (core content areas) and integrated ELD instruction (ELD time/course or LTEL course)</p>	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <p><input type="radio"/> One sample class observation of designated ELD instruction</p> <p><input type="radio"/> One sample class observation of integrated ELD instruction.</p>	12/31/18

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School Type	JANUARY ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
All	<p>Hold Master Plan Instructional Program Options Meeting Log, 2<sup>nd</sup> Semester</p> <p>The principal and/or EL Designee must ensure that parents of newly enrolled English learners are provided multiple opportunities to receive information regarding the Master Plan Instructional Program options and their rights to select an instructional program for their child.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> <li><input type="radio"/> A copy of the English Learner instructional programs Informational Meeting announcement(s) sent to parents (at least 1 meeting)</li> <li><input type="radio"/> Sign-in(s) for the English Learner instructional programs Informational Meeting(s) provided for parents of ELs</li> <li><input type="radio"/> Copies of all handouts provided during the meeting(s)</li> </ul>	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> <li><input type="radio"/> CERTIFY ONLY</li> </ul>	1/31/19
All	<p>Ensure that all classes with ELS have EL service section attributes entered in MiSiS</p> <p>The principal and designated staff members must monitor the school's master schedule to ensure that all course sections with one or more English Learner(s) reflect the instructional services provided to the English Learner(s). El instructional services are recorded by adding English Learner section attributes to course sections in MiSiS. The principal must monitor classroom instruction and certify that EL instructional services are being provided in the indicated sections.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> MiSiS Section Attributes Report documenting that EL section attributes have been entered and updated as appropriate to reflect services provided in all sections in which one or more EL(s) is enrolled</li> <li><input type="radio"/> Signed Spring Semester English Learner Instructional Services Certification Form</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> MiSiS Section Attributes Report</li> <li><input type="radio"/> Signed Spring Semester English Learner Instructional Services Certification Form</li> </ul>	1/31/19

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School Type	FEBRUARY ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
All	<p>Parent Meeting #1 – Monitor EL Progress</p> <p>The principal and the EL Designee must ensure that all at-risk ELs and their parents have met with EL Designee, and that they have reviewed the student’s current language program placement, test results and goals for attaining reclassification criteria and accelerating academic progress.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> <li><input type="radio"/> Annotated EL Monitoring Roster that identifies all ELs at the school site</li> <li><input type="radio"/> Copies of the EL parent meeting announcement sent to parents</li> <li><input type="radio"/> Copies of all Individual Reclassification Plan annotated during the meeting(s)</li> <li><input type="radio"/> Designee-Parent-Student Meeting Logs</li> <li><input type="radio"/> EL parent meeting agendas</li> </ul>	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> <li><input type="radio"/> A copy of the EL parent meeting announcement sent to parents</li> </ul>	2/28/19
Sec	<p>Monitoring RFEP Student Progress</p> <p>The principal and/or EL designee must ensure that the academic progress of all RFEP students are regularly monitored for a minimum of four years. The Student Support and Progress Team meets to review the performance and progress of RFEP students, using the RFEP Monitoring Roster. If an RFEP student is not making satisfactory progress, the SSPT must meet to develop an intervention instructional plan with specialized support, following the Problem-Solving Approach. Monitoring and support should continue after four years for students not yet making adequate academic progress.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> SSPT meeting log with indication of RFEP monitoring meetings</li> <li><input type="radio"/> Annotated copy of the RFEP monitoring roster documenting at risk RFEP students*</li> <li><input type="radio"/> Copies of SSPT Intervention Plan for at-risk RFEP students</li> <li><input type="radio"/> Copies of the Notification of Annual Progress of Reclassified Students letters sent to the parents/guardians of RFEP students, indicating the recommended support services if needed (Copies are to be maintained on file until the letter has been completed and signed by the parent/guardian, returned to the school, and filed in the student’s cumulative record.)</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> SSPT meeting log with indication of RFEP monitoring meetings</li> <li><input type="radio"/> Annotated sample pages of the RFEP monitoring roster indicating at-risk RFEP student</li> <li><input type="radio"/> One sample of SSPT Intervention Plan for at-risk RFEP student</li> <li><input type="radio"/> One signed and completed sample Notification of Annual Progress of Reclassified Students letter with indication of the recommended support services for the sample at-risk RFEP student**</li> </ul>	2/28/19
All	<p>Monitor EL students as part of the SSPT</p> <p>The principal and/or EL Designee must ensure the academic progress of ELs are regularly monitored. For students who are not meeting minimum progress expectations, the Student Support and Progress Team (SSPT) is to review</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Annotated EL Monitoring Roster(s) to show EL students who are not making minimum progress expectations and/or meeting the reclassification criteria.</li> <li><input type="radio"/> SSPT intervention plan for ELs who are not meeting minimum progress expectations and/or reclassification criteria</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> One sample page of annotated EL Monitoring Roster</li> <li><input type="radio"/> One sample letter of signed Individual Reclassification Plan</li> <li><input type="radio"/> SSPT meeting log with indication of meetings for monitoring EL students</li> </ul>	2/28/19

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	<p>the data, and to plan supports, interventions, and reclassification awareness activities. The principal and/or the EL Designee also must work with the SSPT to analyze data to determine which additional students are to be recommended for reclassification in accordance with district policy.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Notification of Reclassification letter:             <ul style="list-style-type: none"> <li>a. Signed letters were filed in the blue Master Plan Folder in the student's cumulative folder</li> <li>b. Original notification of reclassification letter must be maintained on file until the letter has been completed and signed by the parent/guardian</li> <li>c. Reclassification labels were printed and affixed to reclassified ELs' cumulative record</li> </ul> </li> <li><input type="radio"/> Signed Individual Reclassification Plan (except ELs with disabilities): a copy of IRP should maintain on file until the letter has been completed and signed by the parent/guardian, returned to school then filed the signed document in the blue Master Plan folder in student's cumulative record.</li> <li><input type="radio"/> SSPT Meeting Log with indication of EL monitoring meetings</li> </ul>		
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### 2018-19 EL Program Online Accountability System Checklist



School Type	MARCH ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
All	<p>Conduct classroom observations of Designated and Integrated ELD</p> <p>The principal and/or EL designee must ensure that professional development designed to improve the instruction and assessment of English Learners is included in the school professional development plan and professional development calendar. The principal must ensure that follow-up observations of integrated and designated ELD instruction are conducted to determine the effectiveness of the professional development</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> <li><input type="radio"/> Sample class observations of integrated ELD instruction (core content areas) and designated ELD instruction (ELD time/course or LTEL course) with teacher/student names and identifying information obscured</li> </ul>	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> <li><input type="radio"/> 1 sample observation of integrated ELD instruction (core content areas)</li> <li><input type="radio"/> 1 sample observation of designated ELD instruction (ELD time/course or LTEL course)</li> </ul>	3/31/19

Revised 2/27/19

Note: OLAS due dates may change due to state and/or federal requirements.

\*At risk RFEP students: RFEP students who are not mastering grade level learning standards as measured by grades and basic skills assessments

\*\*Sample of the Intervention Services and the Notification of Annual Progress Reclassified Students letter should be the same student.



## Multicultural & Multilingual Education Department (MMED) 2018-19 EL Program Online Accountability System Checklist



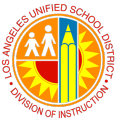
School Type	APRIL ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
Elem	<p>Monitoring RFEP Student Progress</p> <p>The principal and/or EL designee must ensure that the academic progress of all RFEP students are regularly monitored for a minimum of four years. The Student Support and Progress Team meets to review the performance and progress of RFEP students, using the RFEP Monitoring Roster. If an RFEP student is not making satisfactory progress, the SSPT must meet to develop an intervention instructional plan with specialized support, following the Problem-Solving Approach. Monitoring and support should continue after four years for students not yet making adequate academic progress.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> <li><input type="radio"/> SSPT meeting log with indication of RFEP monitoring meetings</li> <li><input type="radio"/> Annotated copy of the RFEP monitoring roster documenting at risk RFEP students*</li> <li><input type="radio"/> Copies of SSPT Intervention Plan for at-risk RFEP students</li> </ul> <p>Copies of the Notification of Annual Progress of Reclassified Students letters sent to the parents/guardians of RFEP students, indicating the recommended support services if needed (Copies are to be maintained on file until the letter has been completed and signed by the parent/guardian, returned to the school, and filed in the student’s cumulative record.)</p>	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> <li><input type="radio"/> SSPT meeting log with indication of RFEP monitoring meetings</li> <li><input type="radio"/> Annotated sample pages of the RFEP monitoring roster indicating at-risk RFEP student</li> <li><input type="radio"/> One sample of SSPT Intervention Plan for at-risk RFEP student</li> </ul> <p>One signed and completed sample Notification of Annual Progress of Reclassified Students letter with indication of the recommended support services for the sample at-risk RFEP student**</p>	04/30/19

Revised 2/27/19

Note: OLAS due dates may change due to state and/or federal requirements.

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## Multicultural & Multilingual Education Department (MMED)

### 2018-19 EL Program Online Accountability System Checklist



School Type	MAY ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
		<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p>	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p>	

Revised 2/27/19

Note: OLAS due dates may change due to state and/or federal requirements.

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**Multicultural & Multilingual Education Department (MMED)**  
 2018-19 EL Program Online Accountability System Checklist



School Type	JUNE ACCOUNTABILITIES	EVIDENCE The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):	UPLOAD The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):	Due By
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Revised 2/27/19

Note: OLAS due dates may change due to state and/or federal requirements.

\*At risk RFEP students: RFEP students who are not mastering grade level learning standards as measured by grades and basic skills assessments

\*\*Sample of the Intervention Services and the Notification of Annual Progress Reclassified Students letter should be the same student.