



Multicultural & Multilingual Education Department (MMED) 2019-20 EL Program Online Accountability System Checklist



School Type	<u>AUGUST</u> ONLINE ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
		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):	The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):	
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"> <input type="radio"/> A copy of the English Learner instructional programs Informational Meeting announcement(s) sent to parents (at least 1 meeting) <input type="radio"/> Sign-in(s) for the English Learner instructional programs informational meeting(s) provided for parents of ELs <input type="radio"/> Copies of all handouts provided during the meeting(s) 	<ul style="list-style-type: none"> <input type="radio"/> A copy of the English Learner instructional programs informational meeting announcement(s) <input type="radio"/> Sign-in(s) and agenda(s) for the English Learner instructional programs informational meeting(s) 	8/31/19
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"> <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). <p>SECONDARY</p> <ul style="list-style-type: none"> <input type="radio"/> EL Monitoring Roster <input type="radio"/> Annotated/highlighted master schedule, EL Student Schedule Summary, or Master Plan Roster indicating that ELs are clustered in core content classes according to language proficiency levels 	<p>ELEMENTARY</p> <ul style="list-style-type: none"> <input type="radio"/> Master Plan rosters <p>SECONDARY</p> <ul style="list-style-type: none"> <input type="radio"/> EL Student Schedule Summary 	8/31/19
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>	<ul style="list-style-type: none"> <input type="radio"/> EL Monitoring Roster <input type="radio"/> ELD daily schedule 	<ul style="list-style-type: none"> <input type="radio"/> ELD daily schedule 	8/31/19

Revised 8/8/19

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 Student Letter should be of the same student.



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School Type	SEPTEMBER ONLINE 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
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>	<ul style="list-style-type: none"> <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 <input type="radio"/> Signed English Learner Instructional Services Certification Form 	<ul style="list-style-type: none"> <input type="radio"/> MiSiS Section Attributes Report 	9/30/19
All	Plan and provide professional development specific to ELs	<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <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) 	9/30/19

Revised 8/8/19

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School Type	<u>OCTOBER</u> ONLINE 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
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 is regularly monitored. For students who are not meeting minimum progress expectations, the Student Support and Progress Team (SSPT) is to review the data, 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"> ○ 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 reclassification ○ SSPT Meeting Log with indication of monitoring English Learners, Potential Long-Term English Learners, and Long-Term English Learners 	<ul style="list-style-type: none"> ○ One sample page of annotated EL Monitoring Roster ○ SSPT meeting log with indication of meetings for monitoring EL students 	10/31/19
All	<p>Parent Meeting #1 – Monitor EL Progress: IRPs for PLETS and LTELs</p> <p>The principal and/or LTEL Designee must ensure that all PLTELS, LTELs and their parents have met with the LTEL Designee, and that they have reviewed the PLTEL/LTEL students' current language program placement, test results and goals for attaining reclassification criteria and accelerating academic progress</p>	<ul style="list-style-type: none"> ○ Annotated EL Monitoring Roster that identifies all ELs at the school site ○ Copies of the EL parent meeting announcement sent to parents ○ Copies of all Individual Reclassification Plan annotated during the meeting(s) ○ Designee-Parent-Student Meeting Logs ○ EL parent meeting agendas 	<ul style="list-style-type: none"> ○ Annotated EL Monitoring Roster that identifies all ELs at the school site ○ Copies of the EL parent meeting announcement sent to parents ○ Copies of all Individual Reclassification Plan completed during the meeting(s) ○ Designee-Parent-Student Meeting Logs ○ EL parent meeting agendas 	10/31/19

Revised 8/8/19

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<p>All</p>	<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 is 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 who are not making adequate academic progress.</p>	<ul style="list-style-type: none"> <input type="radio"/> SSPT Agenda of meeting(s) to review RFEP student progress <input type="radio"/> SSPT Sign In(s) of meeting(s) to review RFEP student progress <input type="radio"/> Dated and annotated copy of the RFEP monitoring roster documenting the following: <ul style="list-style-type: none"> a. RFEP students not mastering grade level learning standards as measured by grades and standardized assessments b. Intervention services to be provided to each RFEP student not making adequate progress <input type="radio"/> Copies of the <i>Notification of Annual Progress of Reclassified Students</i> 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.) 	<ul style="list-style-type: none"> <input type="radio"/> One sample page of the annotated RFEP monitoring roster <input type="radio"/> SSPT Meeting Log with indications of RFEP Monitoring meetings 	<p>10/31/19</p>
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Revised 8/8/19

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School Type	<u>NOVEMBER</u> ONLINE 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
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"/> 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>	11/30/19

Revised 8/8/19

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Multicultural & Multilingual Education Department (MMED) 2019-20 EL Program Online Accountability System Checklist



School Type	<u>JANUARY</u> ONLINE 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
All	<p>Hold Master Plan Instructional Program Options Meeting #2</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>	<ul style="list-style-type: none"> <input type="radio"/> A copy of the English Learner instructional programs Informational Meeting announcement(s) sent to parents (at least 1 meeting) <input type="radio"/> Sign-in(s) of the English Learner instructional programs informational meeting(s) provided for parents of ELs <input type="radio"/> Copies of all handouts provided during the meeting(s) 	<ul style="list-style-type: none"> <input type="radio"/> A copy of the English Learner instructional programs informational meeting announcement(s) <input type="radio"/> Sign-in(s) and agenda(s) of the English Learner instructional programs informational meeting(s) 	1/31/20
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"> <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) are enrolled <input type="radio"/> Signed Spring Semester English Learner Instructional Services Certification Form 	<ul style="list-style-type: none"> <input type="radio"/> MiSiS Section Attributes Report <input type="radio"/> Signed Spring Semester English Learner Instructional Services Certification Form 	1/31/20

Revised 8/8/19

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School Type	FEBRUARY ONLINE ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
All	<p>Monitoring RFEP Student Progress as part of SSPT</p> <p>The principal and/or EL designee must ensure that the academic progress of all RFEP students is 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 who are not 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"> <input type="radio"/> SSPT meeting log with indication of RFEP monitoring meetings <input type="radio"/> Annotated copy of the RFEP monitoring roster documenting at risk RFEP students* <input type="radio"/> Copies of SSPT Intervention Plan for at-risk RFEP students <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.) 	<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"> <input type="radio"/> SSPT meeting log with indication of RFEP monitoring meetings <input type="radio"/> Annotated sample pages of the RFEP monitoring roster indicating at-risk RFEP student <input type="radio"/> One sample of SSPT Intervention Plan for an at-risk RFEP student <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** 	2/28/20

Revised 8/8/19

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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 is regularly monitored. For students who are not meeting minimum progress expectations, the Student Support and Progress Team (SSPT) is to review the data, 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"> <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 <input type="radio"/> SSPT intervention plan for ELs who are not meeting minimum progress expectations and/or reclassification criteria <input type="radio"/> Notification of Reclassification letter: <ul style="list-style-type: none"> a. Signed letters were filed in the blue Master Plan Folder in the student's cumulative folder b. Original notification of reclassification letter must be maintained on file until the letter has been completed and signed by the parent/guardian c. Reclassification labels were printed and affixed to reclassified ELs' cumulative record <input type="radio"/> Signed Individual Reclassification Plans (a copy of IRPs should be maintained 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) <input type="radio"/> SSPT Meeting Log with indication of EL monitoring meetings 	<ul style="list-style-type: none"> <input type="radio"/> One sample page of annotated EL Monitoring Roster <input type="radio"/> One sample letter of signed Individual Reclassification Plan <input type="radio"/> SSPT meeting log with indication of meetings for monitoring EL students 	2/28/20
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Revised 8/8/19

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School Type	<u>MARCH</u> ONLINE 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"> <input type="radio"/> Sample class observations of integrated ELD instruction (core content areas) and designated ELD instruction (ELD time/course or LTEL course) 	<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"> <input type="radio"/> 1 sample observation of integrated ELD instruction (core content areas) <input type="radio"/> 1 sample observation of designated ELD instruction (ELD time/course or LTEL course) 	3/15/20
All	<p>Parent Meeting #2 – Monitoring 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>	<ul style="list-style-type: none"> <input type="radio"/> Annotated EL Monitoring Roster that identifies all ELs at the school site <input type="radio"/> Copies of the EL parent meeting announcement sent to parents <input type="radio"/> Copies of all Individual Reclassification Plans completed during the meeting(s) <input type="radio"/> Designee-Parent-Student Meeting Logs <input type="radio"/> EL parent meeting agendas 	<ul style="list-style-type: none"> <input type="radio"/> A copy of the EL parent meeting announcement sent to parents 	3/15/20

Revised 8/8/19

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School Type	<u>APRIL</u> ONLINE ACCOUNTABILITIES NONE	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
School Type	<u>MAY</u> ONLINE ACCOUNTABILITIES NONE	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
School Type	<u>JUNE</u> ONLINE ACCOUNTABILITIES NONE	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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