



Multilingual and Multicultural Education Department
**SSPT Reclassification Recommendation
Secondary Reclassification Check List**

Forward all documents to your Local District English Learner Programs Coordinator.

REVISED 10/8/19

Student Name:	Grade:	Local District:
School:	Location Code:	
Required Documentation	Questions/Concerns/Notes	
<input type="checkbox"/> SSPT Reclassification Recommendation Form		
<input type="checkbox"/> SSPT Sign-In		
<input type="checkbox"/> SSPT Initial Meeting Form		
<input type="checkbox"/> SSPT Follow-Up Meeting Form (if applicable)		
<input type="checkbox"/> English Language Proficiency Assessment for California (ELPAC) Copy of Individual Student Report		
<input type="checkbox"/> Reading Inventory or SBA Copy of Individual Student Report		
<input type="checkbox"/> Final Report Card Marks Copy of Individual Student Report		
<input type="checkbox"/> Student Data/Evidence/Work Sample(s) Scored/Results with Standards/Skills mastered and rubric		
Required Signatures		
<input type="checkbox"/> Principal		
<input type="checkbox"/> SSPT Chairperson		
<input type="checkbox"/> SSPT Team Members		

Note: This is a tool to assist with documentation collection.