



**Multilingual Multicultural Education Department (MMED)  
2022-2023 Monthly EL Program Task Calendar Checklist**



Check ✓	Level	Principal Certification Date: January 31, 2023	OLAS Upload Item <sup>2</sup>	Principal Cert. Date <sup>1</sup>
<b>August</b>				
<input type="checkbox"/>	All	Organize EL classrooms according to Master Plan guidelines (FPM: EL 14)	8/31/22	1/31/23
<input type="checkbox"/>	Elem	Establish the ELD instructional block/schedule for the school site (FPM: EL 14, 15)	8/31/22	1/31/23
<input type="checkbox"/>	All	Hold Master Plan Instructional Program Options Informational Meeting for parents of ELs in grades 1-12 (FPM: EL 13)	8/31/22	1/31/23
<input type="checkbox"/>	Elem	Conduct 3 Kindergarten Orientation Meetings on the Master Plan Instructional Programs for newly enrolled ELs (FPM: EL 13)		
<input type="checkbox"/>	All	Provide Initial ELPAC & Initial Alternate ELPAC training or all test examiners (FPM: EL 12)		
<input type="checkbox"/>	Sec	Monitor ELD/LTEL Course Placement (FPM: EL 14)		
<b>September</b>				
<input type="checkbox"/>	All	Plan and provide professional development specific to ELs (FPM: EL 12)	9/30/22	1/31/23
<input type="checkbox"/>	All	Monitor individual EL student progress school-wide to establish baseline interventions/ support (FPM: EL 14, 15)	9/30/22	1/31/23
<input type="checkbox"/>	All	Ensure all classes with ELs have EL service section attributes entered in MiSiS (FPM: EL 14)		
<input type="checkbox"/>	All	Administer, score and distribute assessment results for all Initial ELPAC & Initial Alternate ELPAC Assessments within 30 calendar days of enrollment (or 2 weeks of student enrolling) (FPM: EL 3)		
<input type="checkbox"/>	All	Distribute the Initial Notification of Enrollment by September 13, 2022 (FPM: EL 3)		
<input type="checkbox"/>	All	Distribute the Annual Notification of Assessment Results and Confirmation of Program Placement by September 13, 2022 (FPM: EL 3)		
<input type="checkbox"/>	All	Establish and train Student Support and Progress Team (SSPT) (FPM: EL 3)		
<input type="checkbox"/>	All	Create a blue Master Plan folder for any newly identified English Learner		
<b>October</b>				
<input type="checkbox"/>	All	Conduct classroom observations of Designated and Integrated ELD (FPM: EL 12)		1/31/23
<input type="checkbox"/>	All	Correct all EL Program data in MiSiS for Fall Language Census, <b>October 5, 2022</b>		
<input type="checkbox"/>	All	Identify staff/team support for PLTEL/LTEL using the designee form		
<b>November</b>				
<input type="checkbox"/>	Elem	Monitor RFEP student progress school-wide as part of SSPT <sup>3</sup> (FPM: EL 10)	11/30/22	1/31/23
<input type="checkbox"/>	All	Establish ELPEPs and IRPs for PLTELEs and LTELEs, Parent Meeting #1 ( Monitor EL Progress: FPM: EL 14, 15)	11/30/22	1/31/23
<b>December</b>				
<input type="checkbox"/>	All	Hold Ready to Reclassify Parent Consultations and Reclassify all ELs who have met criteria (FPM: EL 10, 14,15)		1/31/23
<input type="checkbox"/>	All	Maintain the Master Plan Instructional Program Options Log (FPM: EL 13)		

**By checking the box and clicking the submit button, I certify that my school has completed the EL program accountabilities for the fall/spring semester.**

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

<sup>2</sup>The EL Designee/TSP Advisor is responsible to ensure that each referenced accountability item requires that evidence be uploaded to OLAS.

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



**Multilingual Multicultural Education Department (MMED)  
2022-2023 Monthly EL Program Task Calendar Checklist**



**Spring Semester**

Check ✓	Level	Principal Certification Date: June 23, 2023	OLAS Upload Item <sup>2</sup>	Principal Cert. Date <sup>1</sup>
<b>January</b>				
<input type="checkbox"/>	Sec	Monitor RFEP student progress school-wide as part of SSPT <sup>3</sup> (FPM: EL 10)	1/31/23	6/23/23
<input type="checkbox"/>	Sec	Monitor EL student progress as part of SSPT <sup>3</sup> (FPM: EL 14, 15)	1/31/23	6/23/23
<input type="checkbox"/>	All	Hold Master Plan Instructional Program Options Informational Meeting for parents of ELs in grades 1-12 #2 (FPM: EL 13)		
<input type="checkbox"/>	All	Ensure all classes with ELs have EL service section attributes entered in MiSiS (FPM: EL 14)		
<input type="checkbox"/>	All	Provide Summative ELPAC and Summative Alternate ELPAC training (FPM: EL 12)		
<input type="checkbox"/>	Sec	Monitor ELD/LTEL courses placement (FPM: EL 14, 15)		
<b>February</b>				
<input type="checkbox"/>	All	Conduct classroom observations of Designated and Integrated ELD (FPM: EL 12)	2/28/23	6/23/23
<b>March</b>				
<input type="checkbox"/>	Elem	Monitor RFEP student progress as part of SSPT <sup>3</sup> (FPM: EL 10)	3/31/23	6/23/23
<input type="checkbox"/>	Elem	Monitor EL student progress as part of SSPT <sup>3</sup> (FPM: EL 14, 15)	3/31/23	6/23/23
<b>April</b>				
<input type="checkbox"/>	All	Hold a minimum of 3 EL specific trainings with staff during the year (FPM: EL 12)	4/28/23	6/23/23
<input type="checkbox"/>	All	Conduct classroom observations of Designated and Integrated ELD (FPM: EL 12)		
<b>May</b>				
<input type="checkbox"/>	All	Hold ELPEPs and IRPs Follow-up Parent Meeting #2 for PLTEs and LTELs (Monitor EL Progress: FPM: EL 14, 15) & Ready To Reclassify Parent Consultations (FPM: EL 10)	5/31/23	6/23/23
<input type="checkbox"/>	All	Reclassify all ELs who have met reclassification criteria (FPM: EL 10)		
<input type="checkbox"/>	All	Maintain the Master Plan Instructional Program Options Log, 2 <sup>nd</sup> Semester (FPM: EL 13)		

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<sup>2</sup>The EL Designee/TSP Advisor is responsible to ensure that each referenced accountability item requires that evidence be uploaded to OLAS.

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