

August 2019				
Level	Item Description	Evidence	EL Item	OLAS (Y/N)
ELEM	<p>Conduct three (3) Kindergarten orientations on the Master Plan Instructional Programs for newly enrolled ELs (One meeting may have occurred during the Spring)</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>	<ol style="list-style-type: none"> 1. A copy of the English Learner instructional programs informational meeting announcement(s) sent to parents (at least 3 meetings for ETK-K) 2. Sign-in(s) and agenda for the English Learner instructional programs Informational Meetings provided for parents of ELs 3. Copies of all handouts provided during the meetings <p>Resources:</p> <p><u>MMED Policies:</u></p> <ul style="list-style-type: none"> • EL Kindergarten Orientation Guidelines • REF-4380.2, Initial Notification Requirements for Parents of English Learners (K-12) <p><u>MMED Forms:</u></p> <ul style="list-style-type: none"> • Program Options Meeting Log • Elementary Instructional Program Options for English Learners: Spanish, English, Korean <p><u>MMED Program Options:</u></p> <ul style="list-style-type: none"> • Instructional Programs Options Brochures & Videos 	13	No
ALL	<p>Hold Master Plan Instructional Program Options Orientation Meeting(s)</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>	<ol style="list-style-type: none"> 1. A copy of the English Learner instructional programs informational meeting announcement(s) sent to parents 2. Sign-in(s) and agenda for the English Learner instructional programs informational meeting(s) provided for parents of ELs 3. Copies of all handouts provided during the meeting(s) <p>Resources:</p> <p><u>MMED Forms:</u></p> <ul style="list-style-type: none"> • Program Options Meeting Log <p><u>MMED Program Options:</u></p> <ul style="list-style-type: none"> • Instructional Programs Options Brochures & Videos 	13	Yes

*All records/evidence must be maintained at the school site for FIVE years

Revised on: 11/5/2019

*Compensatory Education (CE)

August 2019																						
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> <ol style="list-style-type: none"> 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> <ol style="list-style-type: none"> EL Monitoring Roster Annotated/highlighted Master Schedule, EL Student Schedule Summary, or Master Plan Roster indicating that ELs are clustered in core content classes to best meet their linguistic and academic needs <p>Resources:</p> <p><u>MMED Policies:</u></p> <ul style="list-style-type: none"> 2018 Master Plan for English Learners and Standard English Learners: Chapter 4 REF-3661.4, Elementary Master Plan Program Class Organization, Instructional Services and Staffing for English Learners and Standard English Learners MEM-6866.1, Placement, Scheduling and Staffing for English Learners in Middle School for 2018-2019 MEM-6909.1, Placement, Scheduling and Staffing for English Learners in High School for 2018-2019 REF-5994.2, Scheduling Appropriate English Language Development (ELD) Instruction for Secondary English Learners with Disabilities <p><u>MiSiS Job Aids:</u></p> <ul style="list-style-type: none"> Generate Master Plan Roster https://achieve.lausd.net/misisjobaids 	14 15	Yes																		
ELEM	<p>Establish ELD instructional schedule for 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> <table border="1"> <thead> <tr> <th>Master Plan Program</th> <th>Overall ELPAC Level</th> <th>Required Daily Minutes</th> </tr> </thead> <tbody> <tr> <td>2 L EAP</td> <td>Levels 1-3</td> <td>60 minutes</td> </tr> <tr> <td>Mainstream English</td> <td>Levels 1-3*</td> <td>60 minutes</td> </tr> <tr> <td>Mainstream English</td> <td>Levels 4</td> <td>45 minutes</td> </tr> <tr> <td>Dual Language Two-way</td> <td>Any Level</td> <td>30-45 minutes</td> </tr> <tr> <td>Dual Language One-way Immersion</td> <td>Any Level</td> <td>45-60 minutes</td> </tr> </tbody> </table>	Master Plan Program	Overall ELPAC Level	Required Daily Minutes	2 L EAP	Levels 1-3	60 minutes	Mainstream English	Levels 1-3*	60 minutes	Mainstream English	Levels 4	45 minutes	Dual Language Two-way	Any Level	30-45 minutes	Dual Language One-way Immersion	Any Level	45-60 minutes	<ol style="list-style-type: none"> EL Monitoring Roster ELD daily schedule <p>Resources:</p> <p><u>MMED Policies:</u></p> <ul style="list-style-type: none"> REF-3661.4, Elementary Master Plan Program Class Organization, Instructional Services and Staffing for English Learners and Standard English Learners <p><u>MiSiS Job Aids:</u></p> <ul style="list-style-type: none"> Generate Master Plan Roster Generate English Learner Roster https://achieve.lausd.net/misisjobaids 	14	Yes
Master Plan Program	Overall ELPAC Level	Required Daily Minutes																				
2 L EAP	Levels 1-3	60 minutes																				
Mainstream English	Levels 1-3*	60 minutes																				
Mainstream English	Levels 4	45 minutes																				
Dual Language Two-way	Any Level	30-45 minutes																				
Dual Language One-way Immersion	Any Level	45-60 minutes																				

*All records/evidence must be maintained at the school site for FIVE years

Revised on: 11/5/2019

*Compensatory Education (CE)

August 2019				
ALL	<p>Provide initial ELPAC training to all test examiners</p> <p>The Principal and/or EL Designee must ensure that the school test examiners participate in the initial ELPAC training.</p>	<ol style="list-style-type: none"> 1. Training agenda and sign-in 2. Copies of all handouts provided during the training 3. Signed Security Affidavits <p>Resources:</p> <p><u>Student Testing Branch:</u></p> <ul style="list-style-type: none"> • ELPAC • https://achieve.lausd.net/testing <p><u>MMED Polices</u></p> <ul style="list-style-type: none"> • Initial ELPAC policy: Training Requirements for Test Examiners on the Initial English Language Proficiency Assessments for California (ELPAC) • Initial ELPAC policy: Initial English Language Proficiency Assessments for California (ELPAC) requirements 	12	No
SEC	<p>Monitor ELD/LTEL Course Placement</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>	<ol style="list-style-type: none"> 1. EL Monitoring Roster as evidence of ELPAC levels 2. English Learner Student Schedule Summary Report <ol style="list-style-type: none"> a. Highlight ELD/ LTEL placement b. Annotate students in mainstream per parent request and/or 12th graders completing A-G requirements in lieu of ELD/LTEL course 3. Evidence of SSPT placement/progress monitoring for: <ol style="list-style-type: none"> a. Students beginning their third consecutive year as LTEls <p>Resources:</p> <p><u>MMED Policies:</u></p> <ul style="list-style-type: none"> • REF-5994.2, Scheduling Appropriate English Language Development (ELD) Instruction for Secondary English Learners with Disabilities • MEM-6866.1, Placement, Scheduling and Staffing for English Learners in Middle School for 2018-2019 • MEM-6909.1, Placement, Scheduling and Staffing for English Learners in High School for 2018-2019 <p><u>MiSiS Job Aids:</u></p> <ul style="list-style-type: none"> • Generate Master Plan Roster • Generate English Learner Roster • https://achieve.lausd.net/misisjobaids 	14	No

*All records/evidence must be maintained at the school site for FIVE years

Revised on: 11/5/2019

*Compensatory Education (CE)

September 2019				
Level	Item Description	Evidence	EL Item	OLAS (Y/N)
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 Learner is enrolled. The principal monitors classroom instruction and certifies that EL instructional services are being provided in the indicated sections.</p>	<ol style="list-style-type: none"> 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 Signed English Learner Instructional Services Certification Form <p>Resources: <u>MiSiS Job Aids:</u></p> <ul style="list-style-type: none"> Adding Section Attributes for English Learner Services https://achieve.lausd.net/misisjobaids <p><u>MMED Forms:</u></p> <ul style="list-style-type: none"> EL Instructional Services Certification Form 	14 15	Yes
ALL	<p>Administer and score all Initial ELPAC assessment for students enrolled from the beginning of the academic year by September 18, 2019</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>	<ol style="list-style-type: none"> Annotated Master Plan (or other) Roster indicating that all students were assessed with the initial ELPAC assessment and the date(s) tested <p>Resources: <u>MiSiS Job Aids:</u></p> <ul style="list-style-type: none"> Generate Master Plan Roster <p><u>Student Testing Branch:</u></p> <ul style="list-style-type: none"> Initial ELPAC Administration Instructions ALPAC > LST Quick Start Guide https://achieve.lausd.net/testing 	3	No
ALL	<p>Distribute the Initial Notification of Enrollment by September 18, 2019</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</p>	<ol style="list-style-type: none"> 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) Evidence that the signed letters were filed in the students' cumulative records 	3 CE 9	No

*All records/evidence must be maintained at the school site for FIVE years

Revised on: 11/5/2019

*Compensatory Education (CE)

September 2019				
	<p>Instructional Program for English Learners at the time of enrollment.</p> <p><u>Note:</u> This requirement is ongoing as new potential ELs enroll</p>	<p>Resources:</p> <p><u>MMED Policies:</u></p> <ul style="list-style-type: none"> REF-4380.2, Initial Notification Requirements for Parents for Parents of English Learners (ETK-12) <p><u>MMED Forms:</u></p> <ul style="list-style-type: none"> Initial ELPAC Parent Notification Letter 		
ALL	<p>Distribute the Initial Assessment Results by September 18, 2019</p> <p>The principal and/or EL designee must ensure that all parents/guardians of newly enrolled ELs have 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> <p><u>Note:</u> This requirement as ongoing as new potential ELs enroll</p>	<ol style="list-style-type: none"> 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 parent/guardian, returned to the school, and filed in the blue Master Plan Folder in the student's cumulative record.) Evidence that the signed letters were filed in the students' cumulative records <p>Resources:</p> <p><u>MMED Policies:</u></p> <ul style="list-style-type: none"> REF-4380.2, Initial Notification Requirements for Parents for Parents of English Learners (ETK-12) <p><u>Student Testing Branch:</u></p> <ul style="list-style-type: none"> ELPAC > LST Quick Start Guide https://achieve.lausd.net/testing 	3 CE 9	No
ALL	<p>Distribute the Annual Notification of Assessment Results and Confirmation of Program Placement by September 18, 2019</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>	<ol style="list-style-type: none"> 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.) Evidence that signed letters were filed in the cumulative record <p>Resources:</p> <p><u>MMED Policies:</u></p> <ul style="list-style-type: none"> BUL- 4871.1, Annual Notification Requirements for Parents for Parents of English Learners (K-12) 	3 CE 9	No

*All records/evidence must be maintained at the school site for FIVE years

Revised on: 11/5/2019

*Compensatory Education (CE)



Division of Instruction
Los Angeles Unified School District

2019-2020 English Learner Time-Task Calendar



September 2019				
ALL	<p>Establish and training for Student Support and Progress Team (SSPT) on their roles and responsibilities</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 http://sspt.lausd.net. SSPT information for individual students is entered in MiSiS.</p>	<ol style="list-style-type: none"> 1. Sign-in(s) and agenda(s) for SSPT meetings 2. A copy of the completed student Support and Progress Team Membership Form <p>Resources: <u>MMED Policies</u></p> <ul style="list-style-type: none"> • BUL-6730.1, A Multi-Tiered System of Support Framework for the Student Support and Progress Team • FERF-43782, Implementing a Multi-Tiered System of Supports 	10 14 15	No
ALL	<p>Plan and provide professional development specific to ELs</p>	<ol style="list-style-type: none"> 1. School professional development plan (highlight PD descriptions specific to ELs/teachers of ELs) 2. School professional development calendar (highlight PD dates/titles specific to ELs/teachers of ELs) 3. Notifications, agendas, materials, and sign-ins for professional development specific to ELs <p>Resources: <u>MMED Policies</u></p> <ul style="list-style-type: none"> • MEM- 6015.7, School-Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2019-2020) • MEM- 5788.10, School-Site Professional Development Priorities and Banked Time Tuesdays for Middle and High Schools (2019-2020) 	12	Yes
ALL	<p>Create blue Master Plan folders for any newly identified English Learners</p>	<p>Resources: <u>MMED Policies</u></p> <ul style="list-style-type: none"> • BUL- 3448.3, Master Plan Documentation for English Learners, ETK-12 		No

*All records/evidence must be maintained at the school site for FIVE years

Revised on: 11/5/2019

*Compensatory Education (CE)

October 2019				
Level	Item Description	Evidence	EL Item	OLAS (Y/N)
ALL	<p>Correct all EL program data in MiSiS for the Fall Language Census by October 2, 2019</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>	<ol style="list-style-type: none"> 1. Certify reports—dated and annotated to indicate corrections and update 2. MiSiS reports as appropriate—dated and annotated to indicate corrections and updates 3. Copies of correspondence with other schools/school districts when obtaining student data such as language classification and CELDT/ELPAC results 4. Copies of faxes/communications to the School Information Branch regarding EL student data <p>Resources: MMED Policies:</p> <ul style="list-style-type: none"> • REF-6906.1, Fall Census for Elementary and Secondary Schools <p>MiSiS Job Aids:</p> <ul style="list-style-type: none"> • Adding Section Attributes for English Learner Services • Initial Student Classification and Placement • Update Master Plan Instructional Program • Generate Master Plan Roster • https://achieve.lausd.net/misisjobaids 	3	No
ALL	<p>Conduct classroom observation of Designated and Integrated ELD (on-going)</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>	<ol style="list-style-type: none"> 1. Sample class observations of integrated ELD instruction (core content areas) and 2. Sample class observations of designated ELD instruction (ELD time/course or LTEL course) <p>Resources: MMED ELD Standards:</p> <ul style="list-style-type: none"> • ELD Observation Tool -5x8 Card • ELD Observation Tool – Form • Teaching and Learning Framework 	12	No
ALL	<p>Identify staff/team support for PLTEL and LTEL</p> <p>The principal must ensure that an LTEL Designee is assigned to monitor Long-Term English Learner student progress and</p>	<ol style="list-style-type: none"> 1. Additional LTEL/PLTEL Designee Form <p>Resources: MMED Policies:</p> <ul style="list-style-type: none"> • REF-070901, Monitoring English Learners’ Academic Progress, ETK-12, Attachment F 	10 14 15	No

*All records/evidence must be maintained at the school site for FIVE years

Revised on: 11/5/2019

*Compensatory Education (CE)

October 2019				
	placement, and to maintain communication with each PLTEL or LTEL and his/her family.			
ALL	<p>Monitor EL student progress school wide as part of SSPT</p> <p>The principal and/or EL Designee must certify that all students meeting the eligibility criteria were reclassified immediately upon achieving eligibility. For students not meeting the eligibility criteria, the principal and/or EL Designee work with the SSPT to plan supports, interventions, and reclassification awareness activities designed to accelerate the progress of ELs towards English language proficiency, mastery of grade-level standards, and reclassification.</p>	<ol 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 meeting the reclassification criteria SSPT Meeting Log with indication of monitoring English Learners, Potential Long-Term English Learners (PTEL), and Long-Term English Learners (LTEL) <p>Resources:</p> <p>MiSiS Job Aids:</p> <ul style="list-style-type: none"> Generate Master Plan Roster Generate English Learner Roster https://achieve.lausd.net/misisjobaids <p>MMED Forms:</p> <ul style="list-style-type: none"> Student Support and Progress Team Forms <p>MMED Policies:</p> <ul style="list-style-type: none"> REF 070901, Monitoring English Learners' Academic Progress, ETK-12 BUL-6730.1, A Multi-Tiered System of Support Framework for the Student Support and Progress Team 	10 14 15	Yes*
ALL	<p>Parent Meeting #1 – Monitor EL Progress</p> <p>The principal and/or LTEL Designee must ensure that all LTELs and their parents have met with the LTEL Designee, and that they have reviewed the LTEL student's current language program placement, test results and goals for attaining reclassification criteria and accelerating academic progress.</p> <p>The LTEL Designee will ensure an Individual Reclassification Plan (IRP) is established for each potential LTEL or LTEL.</p>	<ol 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 (IRP) annotated during the meeting(s) Designee-Parent-Student Meeting Logs EL parent meeting agendas Record the IRP in MiSiS <p>Resources:</p> <p>MMED Policies:</p> <ul style="list-style-type: none"> REF 070901, Monitoring English Learners' Academic Progress, ETK-12 <p>MiSiS Job Aids:</p> <ul style="list-style-type: none"> Generate Master Plan Roster Individual Reclassification Plan Report https://achieve.lausd.net/misisjobaids 	10 14 15	Yes

*All records/evidence must be maintained at the school site for FIVE years

Revised on: 11/5/2019

*Compensatory Education (CE)

October 2019					
Level	Item Description	Evidence		EL Item	OLAS (Y/N)
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 is regularly monitored for a minimum of four years. Monitoring and support should continue after four years for students not yet making adequate academic progress.</p>	<ul style="list-style-type: none"> • SSPT Agenda for meeting(s) to review RFEP student progress • SSPT Sign In(s) for meeting(s) to review RFEP student progress • Dated and annotated copy of the RFEP monitoring roster documenting the following: <ul style="list-style-type: none"> ○ RFEP students not mastering grade level learning standards as measured by grades and standardized assessments ○ Intervention services to be provided to each RFEP student not making adequate progress • 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>Resources:</p> <p><u>MMED Policies:</u></p> <ul style="list-style-type: none"> • BUL-6730.1 A Multi-Tiered System of Support Framework for the Student Support and Progress Team • REF 073510, Monitoring the Academic Progress of Reclassified Fluent English Proficient (RFEP) Students (Pending publication) <p><u>MMED Forms:</u></p> <ul style="list-style-type: none"> • Student Support and Progress Team Forms <p><u>MiSiS Job Aids:</u></p> <ul style="list-style-type: none"> • Generate and Print the RFEP Monitoring Roster • Generate and Print the RFEP Monitoring Letter • https://achieve.lausd.net/misisjobaids 		10	Yes*

*All records/evidence must be maintained at the school site for FIVE years

*Compensatory Education (CE)

Revised on: 11/5/2019

November 2019					
Level	Item Description	Evidence		EL Item	OLAS (Y/N)
ALL	Conduct classroom observations of designated and integrated ELD	1. Sample class observations of integrated ELD instruction (core content areas) 2. Sample class observations of designated ELD instruction (ELD time/course or LTEL course) Resources: <u>MMED ELD Standards:</u> <ul style="list-style-type: none"> • ELD Observation Tool -5x8 Card • ELD Observation Tool – Form • Teaching and Learning Framework 	12	Yes	

*All records/evidence must be maintained at the school site for FIVE years

*Compensatory Education (CE)

Revised on: 11/5/2019

December 2019				
Level	Item Description	Evidence	EL Item	OLAS (Y/N)
ALL	Maintain the Master Plan Instructional Program Options Log, 1 st Semester	<ol style="list-style-type: none"> 1. A copy of the English Learner instructional programs informational meeting announcement(s) sent to parents 2. Sign-in(s) for the English Learner instructional programs informational meeting(s) provided for parents of ELs 3. Master Plan Instructional Program Options Meeting Log for August through December 2018 4. Copies of all handouts provided during the meeting(s) <p>Resources: MMED Program Options:</p> <ul style="list-style-type: none"> • Instructional Program Options Brochures and Videos <p>MMED Forms:</p> <ul style="list-style-type: none"> • Master Plan Instructional Program Options Brochure for Parents of English Learners 	13	No
ALL	Reclassify all ELs who have met the reclassification criteria	<ol style="list-style-type: none"> 1. EL Monitoring Roster(s) annotated to show EL students ready to reclassify, as well as support to be provided to ELs not meeting minimum progress expectations towards meeting the reclassification criteria 2. SSPT agendas, sign-in sheets, notes, reclassification forms, Individual Reclassification Plans (IRP) and additional relevant documents as evidence of school-wide progress monitoring and support for English Learners 3. Copies of the Notification of Reclassification letter (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.) 4. Evidence that the signed letters were filed in the blue Master Plan Folder in the student's cumulative folder 5. Evidence that a reclassification label was printed for all ELs who reclassified, and that the label was affixed to the cumulative record <p>Resources: MiSiS Job Aids:</p> <ul style="list-style-type: none"> • Generate English Learner Roster 	10 14 15	No

*All records/evidence must be maintained at the school site for FIVE years

Revised on: 11/5/2019

*Compensatory Education (CE)

2019-2020 English Learner Time-Task Calendar



		<ul style="list-style-type: none"> • English Learner Reclassification Process (End-To-End) • Generate and Print an English Learner Reclassification Letter • Generate and Print an English Learner Reclassification Label • https://achieve.lausd.net/misisjobaids <p><u>MMED Policies:</u></p> <ul style="list-style-type: none"> • BUL-6730.1, A Multi-Tiered System of Support Framework for the Student Support and Progress Team • BUL-6890.1, Guidelines for IEP Teams on the Reclassification Procedures for Secondary LTELS in Grades 6-17 • BUL-5619.8 Reclassification of English Learners, Grades K-12 		
--	--	---	--	--

*All records/evidence must be maintained at the school site for FIVE years

*Compensatory Education (CE)

Revised on: 11/5/2019

January 2020				
Level	Item Description	Evidence	EL Item	OLAS (Y/N)
ALL	<p>Monitoring LTEL Progress – Parent Meeting</p> <p>At-risk English Learners (ELs), including At-risk English Learners (EL), (Potential Long-Term English Learners [PLTEs] and Long-Term English Learners [LTELs]) are to meet with the EL Designee and/or designated staff member(s) to review his/her current language program placement, test results and goals for meeting reclassification criteria and academic progress. The information is included on the Individual Reclassification Plan (IRP) and is shared with all ELs and their parents at least twice a year in either individual or group settings.</p>	<ol style="list-style-type: none"> 1. Annotated EL Monitoring Roster that identifies all ELs at the school site 2. Copies of the EL parent meeting announcement sent to parents 3. Copies of all Individual Reclassification Plan (IRP) annotated during the meeting(s) 4. Designee-Parent-Student Meeting Logs 5. EL parent meeting agendas <p>Resources: MMED Policies:</p> <ul style="list-style-type: none"> • REF 070901, Monitoring English Learners’ Academic Progress, ETK-12 <p>MiSiS Job Aids:</p> <ul style="list-style-type: none"> • Generate English Learner Roster • Individual Reclassification Plan Report • https://achieve.lausd.net/misisjobaids 	10 14 15	No
ALL	<p>Hold a Master Plan Instructional Programs Options Meeting #2</p> <p>Parents and guardians of English learners (ELs) must be provided upon enrollment, and during each academic year, full written and (when requested) oral descriptions of the English Learner instructional programs for elementary and secondary students.</p>	<ul style="list-style-type: none"> • A copy of the English Learner instructional programs informational meeting announcement(s) sent to parents (at least 1 meeting) • Sign-in(s) for the English Learner instructional programs informational meeting(s) provided for parents of ELs • Copies of all handouts provided during the meeting(s) <p>Resources: MMED Forms:</p> <ul style="list-style-type: none"> • Program Options Meeting Log <p>MMED Program Options:</p> <ul style="list-style-type: none"> • Instructional Program Options Brochures and Videos 	13	Yes
Sec	<p>Monitor ELD/LTEL course placement to ensure that all ELs have an appropriate ELD/LTEL course</p> <p>The principal and/or EL Designee must verify that ELs in all</p>	<ol style="list-style-type: none"> 1. EL Monitoring Roster as evidence of ELPAC Levels 2. English Learner Student Schedule Summary Report <ul style="list-style-type: none"> • Highlight ELD/ LTEL placement 	14	No

*All records/evidence must be maintained at the school site for FIVE years

Revised on: 11/5/2019

*Compensatory Education (CE)

	<p>instructional programs at all grade levels are provided the appropriate ELD or LTEL course.</p>	<ul style="list-style-type: none"> Annotate students in mainstream per parent request and/or 12th graders completing A-G requirements in lieu of ELD/LTEL course <p>Resources: MiSiS Job Aids:</p> <ul style="list-style-type: none"> Generate English Learner Roster https://achieve.lausd.net/misisjobaids <p>EL Student Schedule in MiSiS:</p> <ul style="list-style-type: none"> Reports>English Learner>English Learner Schedule Summary Report 		
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 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>	<ol style="list-style-type: none"> 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 Signed Fall/Spring Semester English Learner Instructional Services Certification Form <p>Resources: MiSiS Job Aids:</p> <ul style="list-style-type: none"> Adding Section Attributes for English Learner Services https://achieve.lausd.net/misisjobaids <p>MMED Forms:</p> <ul style="list-style-type: none"> EL Instructional Services Certification Form 	14 15	Yes
ALL	<p>Provide Summative ELPAC training to test examiners</p>	<ol style="list-style-type: none"> Training agenda and sign-in Copies of all handouts provided during the training Signed Security Affidavits <p>Resources: MMED Policies:</p> <ul style="list-style-type: none"> Training Requirements for Test Examiners on the Summative English Language Proficiency Assessment for California (ELPAC) 	12	No

*All records/evidence must be maintained at the school site for FIVE years

*Compensatory Education (CE)

Revised on: 11/5/2019

February 2020				
Level	Item Description	Evidence	EL Item	OLAS (Y/N)
ALL	<p>Monitor 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 are regularly monitored for a minimum of four years. The Student Support and Progress Team (SSPT) meets to review the performance and progress of RFEP students, using the RFEP Monitoring Roster. If an RFEP student is not making adequate academic progress, the SSPT must meet to develop an intervention instructional plan with specialized support using 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:</p> <ol style="list-style-type: none"> 1. SSPT meeting log with indication of RFEP monitoring meetings 2. Annotated copy of the RFEP monitoring roster documenting at risk RFEP students* 3. Copies of SSPT Intervention Plan for at-risk RFEP students 4. 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 Master Plan folder in the cumulative record.) <p>Resources: MiSiS Job Aids:</p> <ul style="list-style-type: none"> • Generate and Print the RFEP Monitoring Roster • Generate and Print the RFEP Monitoring Letter • https://achieve.lausd.net/misisjobaids <p>MMED Policies:</p> <ul style="list-style-type: none"> • BUL-6730.1, A Multi-Tiered System of Support Framework for the Student Support and Progress Team 	10	Yes
ALL	<p>Monitoring EL student progress as part of 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 recommend 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>The following documentation must be kept on file at the school site for a minimum of 5 years:</p> <ol style="list-style-type: none"> 1. Annotated EL Monitoring Roster(s) to show EL students who are not making minimum progress expectations and/or meeting the reclassification criteria 2. SSPT intervention plan for ELs who are not meeting minimum progress expectations and/or reclassification criteria 3. 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 	10 14 15	Yes

*All records/evidence must be maintained at the school site for FIVE years

Revised on: 11/5/2019

*Compensatory Education (CE)



		<p>then filed the signed document in the blue Master Plan folder in 14 student's cumulative record.</p> <p>4. SSPT Meeting Log with indication of EL monitoring meetings</p> <p>Resources:</p> <p><u>MMED Policies:</u></p> <ul style="list-style-type: none"> • BUL-6730.1, A Multi-Tiered System of Support Framework for the Student Support and Progress Team • REF 070901, Monitoring English Learners' Academic Progress, ETK-12 <p><u>MiSiS Job Aids:</u></p> <ul style="list-style-type: none"> • Generate English Learner Roster • Generate and Print an English Learner Reclassification Letter • Generate and Print an English Learner Reclassification Labels • Initial Reclassification Plan Report • https://achieve.lausd.net/misisjobaids 		
--	--	---	--	--

*All records/evidence must be maintained at the school site for FIVE years

*Compensatory Education (CE)

Revised on: 11/5/2019

March 2020				
Level	Item Description	Evidence	EL Item	OLAS (Y/N)
ALL	Conduct classroom observations of designated and integrated ELD	<ol style="list-style-type: none"> 1. Sample class observations of integrated ELD instruction (core content areas) 2. Sample class observations of designated ELD instruction (ELD time/course or LTEL course) <p>Resources: MMED ELD Standards:</p> <ul style="list-style-type: none"> • ELD Observation Tool -5x8 Card • ELD Observation Tool – Form • Teaching and Learning Framework 	12	Yes
ALL	<p>Parent Meeting #2 – Monitoring EL Monitoring</p> <p>The principal, EL Designee and/or the designated staff member(s) must ensure to meet with all at-risk ELs and their parents to review 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:</p> <ol style="list-style-type: none"> 1. Annotated EL Monitoring Roster that identifies all ELs at the school site 2. Copies of the EL parent meeting announcement sent to parents 3. Copies of all Individual Reclassification Plan (IRP) completed during the meeting(s) 4. Designee-Parent-Student Meeting Logs 5. EL parent meeting agendas <p>Resources: MMED Policies:</p> <ul style="list-style-type: none"> • REF 070901, Monitoring English Learners’ Academic Progress, ETK-12 • BUL-6730.1, A Multi-Tiered System of Support Framework for the Student Support and Progress Team <p>MiSiS Job Aids:</p> <ul style="list-style-type: none"> • Generate English Learner Roster • Initial Reclassification Plan Report • https://achieve.lausd.net/misisjobaids 	10 14 15	Yes

*All records/evidence must be maintained at the school site for FIVE years

*Compensatory Education (CE)

Revised on: 11/5/2019

April 2020					
Level	Item Description	Evidence		EL Item	OLAS (Y/N)
ALL	Conduct classroom observations of designated and integrated ELD	1. Sample class observations of integrated ELD instruction (core content areas) 2. Sample class observations of designated ELD instruction (ELD time/course or LTEL course) Resources: <u>MMED ELD Standards:</u> <ul style="list-style-type: none"> • ELD Observation Tool -5x8 Card • ELD Observation Tool – Form • Teaching and Learning Framework 	12	No	

*All records/evidence must be maintained at the school site for FIVE years

*Compensatory Education (CE)

Revised on: 11/5/2019

May 2020				
Level	Item Description	Evidence	EL Item	OLAS (Y/N)
ALL	Maintain the Master Plan Instructional Program Options Log, 1 st Semester	<ul style="list-style-type: none"> A copy of the English Learner instructional programs informational meeting announcement(s) sent to parents Sign-in(s) for the English Learner instructional programs informational meeting(s) provided for parents of ELs Master Plan Instructional Program Options Meeting Log for August through December 2018 Copies of all handouts provided during the meeting(s) <p>Resources: MMED Forms:</p> <ul style="list-style-type: none"> Program Options Meeting Log <p>MMED Program Options:</p> <ul style="list-style-type: none"> Instructional Program Options Brochures and Videos 	13	No
ALL	Reclassify all ELs who have met the reclassification criteria	<ul style="list-style-type: none"> EL Monitoring Roster(s) annotated to show EL students ready to reclassify, as well as support to be provided to ELs not meeting minimum progress expectations towards meeting the reclassification criteria SSPT agendas, sign-in sheets, notes, reclassification forms, Individual Reclassification Plan (IRP), and additional relevant documents as evidence of school-wide progress monitoring and support for English Learners Copies of the Notification of Reclassification letter (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.) Evidence that the signed letters were filed in the blue Master Plan Folder in the student's cumulative folder Evidence that a reclassification label was printed for all ELs who reclassified, and that the label was affixed to the cumulative record 		No

*All records/evidence must be maintained at the school site for FIVE years

Revised on: 11/5/2019

*Compensatory Education (CE)

		<p>Resources:</p> <p><u>MMED Policies:</u></p> <ul style="list-style-type: none"> • BUL-6730.1, A Multi-Tiered System of Support Framework for the Student Support and Progress Team • BUL-6890.1, Guidelines for IEP Teams on the Reclassification Procedures for Secondary LTELs in Grades 6-17 • BUL-5619.8 Reclassification of English Learners, Grades K-12 <p><u>MiSiS Job Aids:</u></p> <ul style="list-style-type: none"> • Generate English Learner Roster • Generate and Print an English Learner Reclassification Letter • Generate and Print an English Learner Reclassification Label • https://achieve.lausd.net/misisjobaids 		
--	--	---	--	--

*All records/evidence must be maintained at the school site for FIVE years

*Compensatory Education (CE)

Revised on: 11/5/2019