WHAT SHOULD BE COMPLETED and documented in ELLSEP Folder?

ELLSEP folder must contain:
- Home Language Survey, which is part of the student registration form
- Initial Aural/Oral Language Classification Assessment Form
- Notification Letter (in the parents’ native language) must be included if the Aural/Oral Language Assessment (IPT) is not completed within 20 days
- Aural/Oral Language Assessment (IPT)
- Reading and Writing Test (K-TEA-II Brief Form) for Grades 3-12 if applicable
- Notification Letter of ESOL Placement
- Academic Schedules for all ELLs
- ELL Committee Invitation Letter in parent’s native language
- Parent Notification of Student Exiting from the ESOL Program
- Accommodations Checklist for Active ELLs
- Flexible Setting Letter (when applicable)
- All other assessments and correspondence which are related to the ELLSEP and programmatic assessment documentation

WHAT SHOULD BE UPDATED in TERMS before October FTE (October 8-12, 2012)?

- Exit students that met exit criteria
  Note: The only option for exiting students at this time is via an ELL committee.
- Instructional program model
- Assessment information (language classification)
- Plan Dates
- Annual reviews (Students in 2nd and 5th year of ESOL Program)
- Reevaluations (ELL Committee Meetings for students in years 4, 5, 6+ in the ESOL Program)
  Note: We are NO LONGER able to use 2012 FCAT & CELLA data for ELL Committee decisions (you will now use: IPT L/S/R/W until 2015 Spring FCAT & CELLA scores are released)
- Change LF to LZ for students who have ended the 2 year monitoring

Refer to ESOL Department Handbook for more information.