

District ELL Monitoring Notebook Checklist

The following items should be included in a notebook and ready for the ADE monitoring team when they arrive on site for the monitoring visit. Monitors may request copies of certain items listed for documentation purposes. Please use the convenient check boxes to ensure every item has been included.

SAMPLE COPIES OF FORMS:

- Enrollment
- Home Language Survey
- Parental Notification and Consent Form
- Parental Request for Student Withdrawal from an English Language Learner Program
- Waiver Form
- Reclassified Letter to Parents(s)/Guardian(s)
- Individualized Language Learner Plan (ILLP)
- Two-Year Monitoring Form
- Written Individualized Compensatory Instruction Plan (WICP)

COPIES OF SIGNED ATTESTATION FORMS FOR:

- Highly-Qualified Teacher in the SEI Classroom
- English Language Proficiency Assessment

COPIES OF POLICIES AND PROCEDURES ON:

- ELL Identification procedure
- Initial Language Assessment/ Procedure and Timeline
- Program Placement Procedure
- ELL Reassessment Procedure
- FEP Reclassification and Monitoring Procedure

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COPIES OF DISTRICT PROGRAM DESCRIPTIONS FOR:

- Structured English Immersion (SEI) Classroom Descriptions (the same as that provided for parents)
- Bilingual Model Description
- Mainstream Model Description with ILLP
- Approved Alternate Model Description
- Gifted Program for ELL Students Description

DISTRICT PLAN FOR SEI PROGRAM IMPLEMENTATION:

- SEI Four Hours (SEI Classroom, ILLPs in the Mainstream classrooms for each school site. For example: George Washington Elementary-K-6 ILLPs in the Mainstream)
- Other- explanation due to variances in models

COPIES OF TITLE III PROFESSIONAL DEVELOPMENT POLICY:

- Professional Development available to all educators in the district

COPIES OF PARENTAL INVOLVEMENT POLICY:

- Functions available to all ELL parents in the District

PRIVATE SCHOOL CONNECTIONS POLICY:

- List of Private Schools within attendance boundaries
- Description of services provided to private schools (contacts: meetings, trainings, testing)
- Number of identified ELLs at each of the private schools