

School 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 POLICIES AND PROCEDURES ON:

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

COPIES OF SCHOOL 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

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SCHOOL PLAN FOR SEI PROGRAM IMPLEMENTATION:

- SEI Four Hours (SEI Classrooms, ILLP in the Mainstream classrooms)
- Other-explanation due to variances in the models

COPIES OF TITLE III PROFESSIONAL DEVELOPMENT POLICY:

- Professional development available at the school

COPIES OF PARENTAL INVOLVEMENT POLICY:

- Functions available to all ELL parents at the school

ITEMS NEEDED FOR ON-SITE MONITORING

- Four (4) maps of the school with teacher names, grade levels, and classroom numbers indicated
- SEI, Bilingual, Mainstream classes designated on site maps; rosters may be requested with student names and **SAIS** numbers
- Bell schedules with times noted
- Teachers should have their lesson plan books open and available in the classrooms for ADE monitors. The English Language Proficiency (ELP) Standards should be indicated.
- Work area for monitors to include table with chairs and suitable for review of confidential information