



# Marysville Joint Unified School District

## Principal's Assurances Checklist

**By the end of October:**

**INITIAL ELPAC:** I have confirmed that the site is current on the administration of the Initial ELPAC and parents have been notified of the results.

**ELAC:** I have met with the chairperson to plan agendas and meeting dates. We had our first meeting on \_\_\_\_\_ (or the first meeting has been scheduled for \_\_\_\_\_). We have discussed the training topics and determined dates for ELAC meetings at which the training topics will be covered. A list of dates has been sent to District EL Dept.

**DELAC:** I have met with the chairperson to assure that proper guidelines were followed to elect a DELAC representative.

**EL SPECIALIST:** I have communicated with the EL Specialist (\_\_\_\_\_) and set up a schedule of regular meetings to ensure ongoing communication regarding the progress of our English Learners.

**LANGUAGE REVIEW TEAM:** I have formed the Language Review Team for the year. In addition to the EL Specialist and me, the following staff members will serve: (names and titles)

**ELD INSTRUCTION:** I have reviewed class lists and/or Master Schedules to assure all students are appropriately leveled and placed for daily ELD. Each EL student will receive a minimum of: 30 minutes in Kindergarten, 30 minutes in grades 1-6, 1 period in grades 7-8, or 1 year long block in grades 9-12 of ELD instruction.

**CUM FOLDERS/GREEN FOLDERS:** The EL Specialist and I met with the office staff on (Date: \_\_\_\_\_) to review the procedures relating to Home Language Survey, tracking those students with a yes in #4 only on the HLS, EL green folders, the parental exemption waiver and request to withdraw processes, and program placement notification.

**RECLASSIFICATION:** The EL Specialist and I have reviewed and updated the list of students who may qualify for reclassification thus far this year. We have notified the classroom teachers. Upon compilation of data, **reclassification may or may not proceed at this time**. If reclassification process is to be completed at this time, all necessary conferences and/or SST's have been held and all paperwork has been forwarded to the District EL Department. Language status has been changed in AERIES from "L" to "R" at the site.

\*\*Students who qualify for reclassification at this point may be reclassified now or before spring break with any others who might qualify.

**PRIMARY LANGUAGE TESTING:** Any primary language testing has been completed within 90 days of new enrollment.

**EVALUATION AND ACCOUNTABILITY:** I have conducted a self review of EL programs at my site by completing the EL Program Implementation and SDAIE checklists (forms #28 and 29).

**MONITORING OF EL STUDENTS:** Annual Progress Monitoring forms (EL forms 30, 31 or revised forms 34, 35) for all EL students have been updated. A list has been compiled of those students who need to be referred for Intervention Plans. The EL Specialist and I have reviewed the list and have distributed the pre-referral checklists to the appropriate teachers.

**By third Friday of November:**

**INITIAL ELPAC:** I have confirmed that the site is current on the administration of the Initial ELPAC and parents have been notified of the results.

**RECLASSIFICATION:** The EL Specialist and I continue to monitor an updated list of students who may qualify for reclassification thus far this year. The EL Specialist will follow the procedure identified above for any additional students who may qualify for reclassification with additional data collected throughout the school year. All reclassifications must be complete before spring break.

**MONITORING OF RECLASSIFIED STUDENTS:** The EL Specialist and I have reviewed the list of R-FEP students who will be monitored this year. The forms for Reclassification Follow-Up (EL forms #23 or 24 OR revised forms #34 or 35) have been filled out by the classroom teachers and/or EL Specialist as needed to update with first trimester/quarter data. The EL Specialist will collect the forms and schedule any at-risk students for the Language Review Team so that appropriate interventions can be discussed and prescribed. Follow up notes have been entered into AERIES as needed.

**MONITORING OF EL STUDENTS:** 1) Monitoring forms for elementary EL students have been updated with first trimester data. 2) Monitoring forms for secondary EL students have been updated with first quarter data.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain original and send copy to Educational Services Department or upload document to the EL folder in google docs.

District Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**By the second Friday in February:**

**INITIAL ELPAC:** I have confirmed that the site is current on the administration of the Initial ELPAC and parents have been notified of the results.

**ELAC:** I have reviewed a list of the training topics that have been covered so far. Copies of the agendas, minutes, sign-in sheets, and flyers have been sent to Educational Services.

**RECLASSIFICATION:** The EL Specialist and I continue to monitor an updated list of students who may qualify for reclassification thus far this year. The EL Specialist will follow the procedure identified above for any additional students who may qualify for Reclassification with additional data collected throughout the school year. All reclassifications must be complete before spring break.

**MONITORING OF RECLASSIFIED STUDENTS:** The forms for Reclassification Follow-Up (EL forms 23, 24 or revised forms 34, 35) have been filled out by the classroom teachers and/or EL Specialist as needed to update secondary forms with second quarter data and elementary forms with classroom data. Follow up notes have been entered into AERIES as needed.

**MONITORING OF EL STUDENTS:** Monitoring forms for secondary EL students have been updated with second quarter/first semester data. Elementary forms have been updated with classroom data.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain original and send copy to Educational Services Department or upload document to the EL folder in google docs.

District Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**By the third Friday in February:**

**INITIAL ELPAC:** I have confirmed that the site is current on the administration of the Initial ELPAC and parents have been notified of the results.

**RECLASSIFICATION:** The EL Specialist and I continue to monitor an updated list of students who may qualify for reclassification thus far this year. The EL Specialist will follow the procedure identified above for any additional students who may qualify for reclassification with additional data collected throughout the school year. All reclassifications must be complete before spring break.

**LRT:** Language Review Team to meet in March to discuss progress of students who have an Intervention Catch-Up Plan.

**By the end of March:**

**RECLASSIFICATION:** The EL Specialist and I continue to monitor an updated list of students who may qualify for Reclassification thus far this year. The EL Specialist will follow the procedure identified above for any additional students who may qualify for Reclassification with additional data collected throughout the school year. All Reclassifications must be complete before Spring Break.

**MONITORING OF RECLASSIFIED STUDENTS:** Monitoring forms for Reclassification Follow-Up have been filled out by the classroom teachers and/or EL Specialist to update with third quarter data/ second trimester data. Follow up notes have been entered into AERIES as needed.

**MONITORING OF EL STUDENTS:** Monitoring forms have been updated with third quarter data/ second trimester data.

**By Spring Break**

**MONITORING OF RECLASSIFIED STUDENTS:** Monitoring forms for Reclassification Follow-Up have been reviewed by the EL Specialist. At-risk students have been scheduled for Intervention Plan meetings. Pre-referral checklists have been distributed to teachers.

**MONITORING OF EL STUDENTS:** Monitoring forms have been reviewed by the EL Specialist. At-risk students have been scheduled for Intervention Plan meetings. Pre-referral checklists have been distributed to teachers.

**By the end of May:**

**INITIAL and SUMMATIVE ELPAC:** The Initial and Summative ELPAC administration is complete.

**By one week after school is out:**

**ELAC:** All training topics that have been covered. DELAC representatives have reported on all training topics. Copies of the agendas, minutes, sign-in sheets, and flyers have been sent to the District EL Department. Dates for next year have been calendared for \_\_\_\_\_.

**MONITORING OF EL AND RECLASSIFIED STUDENTS:** All monitoring forms have been updated for the school year. They have been reviewed by me and/or the EL Specialist. Copies have been filed in the students' green EL folders. Follow up notes have been entered into AERIES as needed.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain original and send copy to Educational Services Department or upload document to the EL folder in google docs.

District Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_