Office of English Language Proficiency Monitoring

2022-2023

Checklist

LEA INFORMATION TABLE

LEA Name: Enter LEA Name Here. **County code:** Enter County Code Here. **District code:** Enter District Code Here.	
LEA Superintendent Name: Enter Name Here. **Phone:** Enter Phone Number Here. **E-mail:** Enter E-mail Address Here.	
LEA EL Director: Enter Name Here. **Phone:** Enter Phone Number Here. **E-mail:** Enter E-mail Address Here.	
☐ **By checking the box, the Superintendent certifies that, to the best of his/her knowledge, the information provided in this monitoring tool is true and accurate.**	

Indicator	Supporting Documents	Submitted	N.A.	Comments
Student Identification (SID)				
SID 1a	Procedures for identifying English learners	☐	☐	
SID 1b	Procedures for identifying English learners in non-public schools	☐	☐	
SID 1c	Procedures for identifying English learners in neglected and/or delinquent facilities	☐	☐	
SID 2a	List of students taking placement tests	☐	☐	
SID 2b	List of personnel administering ELP testing (including WIDA certification)	☐	☐	
SID 3a	Parents-Right-to-Know letter for an identified English learner	☐	☐	
SID 3b	Sample ELAP	☐	☐	
SID 4a	Procedures for identifying Bilingual students	☐	☐	

Indicator	Supporting Documents	Submitted	N.A.	Comments
Program, Services, and Evaluation (PSE)				
PSE 1a	LEA Language Instruction Education Program (LIEP)	☐	☐	No submission necessary. Reviewer will view LIEP in LEA Consolidated Application in GMS.
PSE 1b	Descriptions of EL services and curricular resources/materials	☐	☐	
PSE 1c	Sample lesson plans	☐	☐	
PSE 1d	Written procedures for creating English Language Academic Plans (ELAPs)	☐	☐	
PSE 2a	Sample ACCESS results correlated with individual student report card	☐	☐	
PSE 2b	Procedures for intervening in absence of progress towards proficiency	☐	☐	
PSE 3a	Evidence of EL staff participation in IEP meetings	☐	☐	
PSE 4a	Evidence of former EL student performance tracking	☐	☐	
PSE 5a	Procedures for providing ELP testing	☐	☐	

	accommodations for ELs on an IEP			
PSE 5b	Procedures for verifying EL participation in ELP assessments	☐	☐	
PSE 5c	Procedures for verifying EL participation in OSTP	☐	☐	
PSE 6a	ACCESS/Alt-ACCESS administration security checklist	☐	☐	
PSE 6b	Evidence that LEA uses ACCESS/Alt-ACCESS accessibility features	☐	☐	
PSE 6c	Sample completed Testing Irregularity Report	☐	☐	
PSE 7a	Current year PD program	☐	☐	
PSE 8a	Evidence of EL-related PD for teachers/principals	☐	☐	
PSE 8b	Evidence of EL-related PD for personnel in non-public schools	☐	☐	
PSE 8c	Evidence of EL-related PD for personnel in neglected/delinquent facilities	☐	☐	
PSE 9a	Evidence of activities promoting opportunities for Immigrant students	☐	☐	

Indicator	Supporting Documents	Submitted	N.A.	Comments
Parent and Family Engagement (PFE)				
PFE 1a	Parent notification letter: teacher qualifications (in a language parents can understand	☐	☐	
PFE 2a	Parent notification of student performance on ELP assessments	☐	☐	
PFE 3a	Evidence of outreach to parents of ELs	☐	☐	
PFE 3b	Evidence of PFE educational activities	☐	☐	
PFE 4a	Evidence of meetings to develop LIEP	☐	☐	
PFE 5a	Evidence of outreach to parents of Immigrant students	☐	☐	
PFE 5b	Evidence of PFE educational activities for parents of Immigrant students	☐	☐	
PFE 6a	Evidence of outreach to Immigrant families	☐	☐	

	coordinated with community organizations			
PFE 6b	Attendance sheets for activities coordinated with community organizations	☐	☐	

Indicator	Supporting Documents	Submitted	N.A.	Comments
Coronavirus Relief (CR)				
CR 1a	Description of EL-specific distance learning	☐	☐	
CR 1b	Sample notification of distance learning (in a language parents can understand)	☐	☐	
CR 2a	Procedures to ensure that EL-specific interventions are evidence-based	☐	☐	
CR 2b	Sample evaluations of the effectiveness of ESSER III funded EL-specific interventions	☐	☐	
CR 3a	Procedures for identifying ELs in a distance learning setting (if applicable)	☐	☐	