



Office of English Language Proficiency Monitoring

2023-2024

Checklist

LEA INFORMATION TABLE

<p><u>LEA Name:</u> Enter LEA Name Here. <u>County code:</u> Enter County Code Here. <u>District code:</u> Enter District Code Here.</p>
<p><u>LEA Superintendent Name:</u> Enter Name Here. <u>Phone:</u> Enter Phone Number Here. <u>E-mail:</u> Enter E-mail Address Here.</p>
<p><u>LEA EL Director:</u> Enter Name Here. <u>Phone:</u> Enter Phone Number Here. <u>E-mail:</u> Enter E-mail Address Here.</p>
<p><input type="checkbox"/> 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.</p>

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

Indicator	Supporting Documents	Submitted	N.A.	Comments
Program, Services, and Evaluation (PSE)				
SPE 1a	LEA Language Instruction Education Program (LIEP)	<input type="checkbox"/>	<input type="checkbox"/>	No submission necessary. Reviewer will view LIEP in LEA Consolidated Application in GMS.
SPE 1b	Descriptions of EL services and curricular resources/materials	<input type="checkbox"/>	<input type="checkbox"/>	
SPE 1c	Sample lesson plans	<input type="checkbox"/>	<input type="checkbox"/>	
SPE 2a	Procedures for intervening in absence of progress towards proficiency	<input type="checkbox"/>	<input type="checkbox"/>	
SPE 3a	Evidence of EL staff participation in IEP meetings	<input type="checkbox"/>	<input type="checkbox"/>	
SPE 4a	Evidence of former EL student performance tracking	<input type="checkbox"/>	<input type="checkbox"/>	
SPE 5a	Procedures for providing ELP testing accommodations for ELs on an IEP	<input type="checkbox"/>	<input type="checkbox"/>	
SPE 5b	Procedures for verifying EL participation in ELP and OSTP assessments	<input type="checkbox"/>	<input type="checkbox"/>	

SPE 5c	ACCESS/Alt-ACCESS administration checklist	<input type="checkbox"/>	<input type="checkbox"/>	
SPE 6a	Current year PD program	<input type="checkbox"/>	<input type="checkbox"/>	
SPE 7a	<u>For Title III-EL Recipients</u> Evidence of EL-related PD for teachers/principals	<input type="checkbox"/>	<input type="checkbox"/>	
SPE 7b	<u>For Title III-EL Recipients</u> Evidence of EL-related PD for personnel in non-public schools	<input type="checkbox"/>	<input type="checkbox"/>	
SPE 7c	<u>For Title III-EL Recipients</u> Evidence of EL-related PD for personnel in neglected/delinquent facilities	<input type="checkbox"/>	<input type="checkbox"/>	
SPE 8a	<u>For Title III-Imm Recipients</u> Evidence of activities promoting opportunities for Immigrant students	<input type="checkbox"/>	<input type="checkbox"/>	

Indicator	Supporting Documents	Submitted	N.A.	Comments
Parent and Family Engagement (PFE)				
PFE 1a	Parent notification of student performance on ELP assessments	<input type="checkbox"/>	<input type="checkbox"/>	

PFE 2a	Evidence of outreach and PFE educational activities	<input type="checkbox"/>	<input type="checkbox"/>	
PFE 3a	<u>For Title III-EL Recipients</u> Evidence of meetings to develop LIEP	<input type="checkbox"/>	<input type="checkbox"/>	
PFE 4a	<u>For Title III-Imm Recipients</u> Evidence of outreach and PFE educational activities for parents of Immigrant students	<input type="checkbox"/>	<input type="checkbox"/>	
PFE 5a	<u>For Title III-Imm Recipients</u> Evidence of outreach to Immigrant families coordinated with community organizations	<input type="checkbox"/>	<input type="checkbox"/>	

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