



ELE Program Folder Checklist

Student: _____ SASID: _____ DOB ____/____/____ School: _____ Grade: _____

I. Registration

- HOME LANGUAGE SURVEY
- RESULTS OF IDENTIFICATION AND PROFICIENCY TESTS AND EVALUATIONS
- PREVIOUS SCHOOL EXPERIENCE
- PARENT NOTIFICATION FORM
- OPT-OUT FORM (IF APPLICABLE)
- STUDENT SCHEDULE

II. Student Progress

- ACCESS SCORES
- MCAS/PARCC RESULTS
- REPORT CARD(S)
- ISSP (Individual Student Success Plan)
- MTSS / IEP
- INDIVIDUALIZED LEARNING PLANS (OPTIONAL)

III. Program Enrollment

- CONTINUATION IN SEI, FOR EACH YEAR
- COMPLETION OF SEI
- PARENT REQUEST FOR EXIT FROM SEI

IV. ESL Service and Monitoring

- FOLLOW-UP MONITORING (IF APPLICABLE)
- ESL INSTRUCTIONAL SUPPORT FORMS
- ESL PROGRESS REPORT(S) FALL
- ESL PROGRESS REPORT(S) SPRING
- END OF THE YEAR LAT TEAM MEETING DECISIONS

V. FEL

- RECLASSIFICATION FORM OR EVIDENCE OF PROFICIENCY

Dates of Review:

Reviewer _____

Reviewer _____

Reviewer _____