

MISD ELL Process and Procedures Checklist

Check	Process and Procedures	Person Responsible	Notes
Registrar			
	Familiar with HLS process: <ul style="list-style-type: none"> • Only one completed for each student (not every year) • Only original maintained in student permanent record • Process for requesting HLS from sending district • Knows how to explain HLS to parents • If not bilingual, knows who will provide this service 		
	What to do if student is a transfer from another district in Texas <ul style="list-style-type: none"> • TREx • Ask specifically for LPAC and HLS 		
	What to do if student comes in from another state or country		
	Documentation of requests for HLS, LPAC documents, all student achievement and testing documents		
	Can describe the process from first contact through registration and enrollment		
PEIMS /Data Entry			
	Familiar with codes related to ELLs <ul style="list-style-type: none"> • Home Language code • LEP Indicator code • Parent Permission code • Program participation codes (Dual Language/ESL) • Immigrant Indicator code 	Mrs. Barbara Booth	(SEE PEIMS Enrollment and Coding Change Forms)

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	<ul style="list-style-type: none"> • Bilingual/ESL Summer School code • Unschooled Asylee/Refugee Code 		
	<p>Has a system in place for transmittal of coding and changes from LPAC</p> <ul style="list-style-type: none"> • Entry/Placement • Changes in parent permission (accept/denial) • Reclassification/Exit from program services • Re-entry (if applicable) 		(SEE PEIMS Enrollment and Coding Change Forms)
	Counselor		
	Knows who the ELLs (active, denials, monitored) are on the campus		Consider: having groups for new comer ELLs
	Knows the proficiency levels of each ELL, or knows where to locate the information		
	Is familiar with registration procedures for ELLs		
	Knows which teachers are certified/sheltered instruction		
	Can discuss with parents the benefits of Bilingual/ESL programs on the campus		
	Checks in on the social/emotional welfare of recently enrolled ELLs (especially immigrant students) and programs for their needs		
	PGPs included in HS LEP student folders		
	LPAC Chair/or ESL teacher		

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	Entry: Administer Oral Language Proficiency (OLPT) for each new student (English and Spanish when appropriate) Administer norm referenced test for each new student (IOWA) Hold BOY LPAC Communicate PEIMS Enrollment Form to PEIMS/BE/ESL clerk (Barbara Booth)		(SEE PEIMS Enrollment and Coding Change Form)
	Has time in their schedule for folder maintenance and preparation of forms for LPAC meetings		
	Has adequate LPAC parent representatives Trains parent representative(s) each year (framework and decision making)		Use region 20 PPT slides for parent training
	Schedules and facilitates LPAC meetings (1) intial, (2) state assessment decision-making, & (3) EOY Trains each LPAC member each year (framework-BOY- and decision-making training-January)		Use Student History Worksheet for state assessment decision-making LPAC
	Transmits coding change information to the PEIMS entry person and BE/ESL clerk		(SEE PEIMS Enrollment and Coding Change Form)
	Monitors ELLs' grades each grading period		Assistant Principals run the report then ask each content area teachers and ESL about action steps for ELL with failing grades
	Sits on ARDs as LPAC representative, or designates someone to act in that role		
	Collaborates with other programs that provide services to ELLs (Dyslexia, GT, SPED, CTE)		
	Each year, update LEP Student Cumulative Folder Documentation Checklist (SEE FORM)		HLS, Parent Permission form, LPAC sheets, Correspondence,testing information

