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## **ELL PROGRAM START UP PROCEDURES**

### **Designation Process**

- All students must be on the 1701 list **before the end of September** to receive funding
- Have the secretary run off an ELL report
- Assess ***all newly referred students*** and begin a yellow designation file for each.
- Ensure that all ELL students are added to the 1701 list by the secretary
- Verify the accuracy of student numbers by the end of September

### **September To Do List**

- Assess ***all new student referrals*** to determine language levels
- Complete **Student Referral Forms** (staple to inside left of yellow designation folder)
- Send a parent letter home (see template) advising parents of ELL/ESD support.
- Start a yellow designation folder for each new student
- Set up a Schedule/Overview of Service showing the number of students, type of support they are receiving, who is providing that support and how often the student is receiving the support

### **Yellow Designation Files**

The yellow designation file **must contain** the following:

- Student referral form
- Letter to Parents
- Schedule of service (no last names)
- Samples from throughout the school year showing student's progress
- Assessment indicating student's language ability (initial assessment and then follow-up yearly Assessment)
- Annual Instruction Plan (AIP)
- Progress Reports (2 each year – mid and end of year)

\*copies of these documents must be sent to SBO.