

Forsyth County Schools

ESOL Program Review Checklist 2012-2013

Due to Academics & Accountability by Friday, November 16, 2012

General Program

- ___ ESOL Program Delivery Models and Segments Served
 - Use of approved program delivery models as described in ESOL School Administrators Guide
 - Student schedules have been reviewed to ensure that student receive the optimal level of English language assistance

- ___ Verify that all ELL students eligible for multiple programs (Special Education, Title I, EIP, Migrant, or Gifted) are being served in all such programs for which they qualify

- ___ Infinite Campus ESOL records are accurate and have been updated to reflect information for all students currently enrolled in FCS
 - Home Language Tab (All ESOL-eligible students, Migrant, and Immigrant)
 - TPC Forms have been uploaded in Infinite Campus
 - ELL Data Elements Forms have been completed or revised

- ___ Standards
 - CCGPS/GPS Content Standards are posted in the mainstream classroom
 - WIDA Standards and Language Objectives are posted in the ESOL classrooms
 - School faculty has been trained on WIDA Standards and ACCESS for ELLs and handouts/sign-in have been forwarded to Academics & Accountability (All teachers working with ESOL-eligible students should receive a copy of the most recent W-APT score sheet, ACCESS Teacher Report, WIDA ELP Definition Chart, and WIDA CAN DO DESCRIPTORS)

- ___ ESOL district-selected instructional materials and supplies are used by ESOL teachers

- ___ TPC Forms
 - Forms were completed in the fall for each ESOL-eligible student and LEPM students (only if LEPM students are receiving standard accommodations per the TPC Committee)
 - Signed by parent/guardian and other committee members
 - Filed in student permanent record file and uploaded in Infinite Campus

- ___ ESOL District Reports Completed (Fall & Spring)
 - ESOL Maintenance Report
 - Teachers have submitted schedules with class rosters
 - Instruction Materials Inventory and Request Form has been submitted to A & A
 - High school ESOL course syllabi (elective and core credit) have been submitted to A & A

ESOL File Permanent Records (blue folder)*

- ___ Papers clipped by year
- ___ Copy of Title III Parent Notification Packet (TransACT Notification, Program Description, Parent Withdrawal/Denial Form)
- ___ W-APT Score Sheet and Writing Booklet (as appropriate)
- ___ TPC Form for each year
- ___ LAC Form (as appropriate)
- ___ Writing Samples (Fall and Spring)
- ___ Math Sample
- ___ Copies of ACCESS Teacher Score Report
- ___ Parent Withdrawal/Denial Form (signed and dated by parent/guardian for each year services are waived)
- ___ ESOL Exit Parent Letter (for students exiting ESOL services)
- ___ International Student Profile (Grades 1-12 only)
- ___ NRT Documentation (Gates McGinitie, ITBS – as appropriate)
- ___ ESOL Progress Reports
- ___ Monitoring Forms (ESOL-Parent Denials, ESOL- Consultative, and LEPM students)
- ___ Classroom Evaluation Forms (as appropriate)

***ESOL program participants, ESOL Parent Denials, ESOL-Consultative (Special Education), and LEPM students**

Permanent Record Folders*

- ___ Copies of ACCESS Teacher Score Report for each year student has taken test
- ___ Registration packet, including Home Language Survey
- ___ Retention data

- **Electronic records in Infinite Campus for ESOL program participants, ESOL Parent Denials, ESOL – Consultative (Special Education) and LEPM students**

LEPM Monitored Students (blue folder)*

___ ESOL Teacher and/or ELL Coordinator designated to conduct monitoring every 9 weeks

___ Papers clipped by year

___ TPC Form completed for student and signed by committee and parent, if receiving standard accommodations and form has been uploaded to Infinite Campus

___ Monitoring information updated on ELL Data Elements Form in Infinite Campus

***LEPM students are monitored for two calendar years from the date they exit ESOL Program services**

Signatures Required:

Principal: _____ **Date:** _____

ELL Coordinator: _____ **Date:** _____