

English Learning Forms & Procedures

Table of Contents

Program Procedures and Documents:

Form	Description	Administration
What are my responsibilities?	A list of faculty and staff members' responsibilities pertaining to the EL program.	All district/school administration, faculty, and staff can use this document to determine their role and responsibilities pertaining to ELs and the EL program.
Student Identification/Referral Procedure	A flow chart that shows how LEP students are properly identified.	Office staff/counselors will find this document helpful when determining eligibility and referral to NKCES.
Quick Reference Guide: Implementing District English Learner (EL)/ Limited English Proficient (LEP) Programs	A toolkit containing informational flowcharts to support narratives about English Learner programs in Kentucky.	All district/school administration, faculty, and staff should work together to follow the procedures outlined in this document.
EL Program District Plan	Required by KDE and No Child Left Behind, this document outlines the district's ESL Program in detail.	All district/school administration, faculty, staff, non-public school officials, and parents of LEP students should review this document and become familiar with the components of the district's EL program.
Kentucky Department of Education _ English Learners and Immigrant Resources	This link contains information and resources for Title III including professional development, WebEX and Video Professional Development and additional information on resources and standards.	Teachers needing additional professional development can visit this site for resources.
WIDA's 2012 Amplification of the ELD Standards	The 2012 Amplification of the ELD Standards was developed with input from leaders in the field and educators in WIDA Consortium member states.	Evidence of State ELD Standards (WIDA) need to be disseminated to school/staff.
CAN DO Descriptors - WIDA	The CAN DO descriptors expand the Performance Definitions for the ELP standards by giving suggested indicators in each language domain.	Teachers and principals should review this information when familiarizing themselves with each student's PSP. Teachers should refer to the CAN DO Descriptors as they plan instruction for LEP students.
District Guide for English Learners Program	The purpose of this document is to provide guidance for districts in developing, maintaining, and improving an instructional program for English Learners that meets state and federal regulations.	Title III Directors need to familiarize themselves with this document.

Enrollment Forms:

Form	Description	Administration
Home Language Survey (English & Spanish)	To survey the languages spoken by students or parents in order to identify the need for English language proficiency testing.	This form is filled out by every student in the district upon enrollment and kept on file. If a language other than English is listed the student should be referred for language proficiency testing.
Student Referral (English & Spanish)	To refer a student for English language proficiency testing because they have indicated a language other than English on their Home Language Survey.	This form should be filled out with the parent of the new student and with the assistance of the school office at the time of enrollment.
PreK Student Referral	To refer a PreK student for English language proficiency testing because they have indicated a language other than English on their Home Language Survey.	This form should be filled out with the parent of the new PreK student and with the assistance of the school office at the time of enrollment.
Withdrawal Form	To inform an EL Consultant when an EL student withdraws from your district.	This form should be filled out by school office staff as soon as a student withdraws.
Affidavit of Inability to Produce Birth Certificate	To use as proof of a student's identity when a birth certificate is unavailable.	Parents can provide this notarized form to a school in place of a birth certificate when a birth certificate is unavailable.

School/Parent Communication:

Form	Description	Administration
Program Service Plan (English and Spanish)	Required by KDE and No Child Left Behind, this document will outline each student's participation in the ESL program.	NKCES will provide this document to the district. Principals will sign each student's PSP and get parent signatures. Title III Directors, Principals, and Teachers should all have copies of each student's PSP. The PSP will assist administration with data collection, program placement, state assessment accommodations, and classroom accommodations.

Notification of Program Placement (English and Spanish)	(English)	A letter to the parents of a child who has qualified and been placed in an EL program.	NKCES has available this document to the district. Principals can provide a copy of this to parents at the same time they obtain parent signatures on the PSP.
EL Program Exit Letter (English and Spanish)		To notify parents their child has exited from the EL program.	NKCES will provide this document to the district. Principals will send a copy of this form to the parents of a student who has exited the EL program.
Monitoring Form for Former English Learner		The monitoring form will be completed as needed for the first two years following a student's exit from the EL program.	This form will serve as documentation throughout the monitoring period. If the comments show that a student is struggling, the NKCES EL consultants will work with the school to suggest interventions for the student.
Determination of Student Eligibility (English and Spanish)	(English)	To notify parents that their child was referred to and tested by the EL program and does or does not qualify for services.	Principals have this form available from NKCES to send home for the parents to review.
Waiver/Refusal of EL Program (English and Spanish)		To allow for the withdrawal or denial of enrollment of a student who has qualified for services.	A parent would complete and sign this form if they do not want their child to be enrolled in or want their child withdrawn from the EL program.
Parent-Teacher Conference (English and Spanish)		To invite parents to a conference with their child's teachers.	District/School administrators and teachers can complete this form to send home informing parents of the meeting.
School-Parent Compact (English and Spanish)		To encourage parent involvement.	This form may be sent to parents to encourage parent involvement.

Procedures to Ensure Equal Opportunity:

Form	Description	Administration
USDE Enrollment Guidance	Included are some examples of acceptable enrollment policies, such as requesting proof of residency in the school district, as well as policies that may not be used by schools to deny enrollment to a student.	All district/school administrators, faculty, and staff should review this document to become familiar with the legalities behind the EL program.
Special Education Referral Procedure	A reference form that outlines the procedure used to determine if an English language learner may need to be referred to a special education program.	This reference form can be used by and distributed to any district administrator, teacher, or staff member.
Retention Guidelines for LEP Students	Outlines guidelines for the retention of LEP students.	District/School administrators, faculty, and staff should review this document when considering the retention of a LEP student.
EL Program FAQs	Frequently asked questions and answers.	District/School administrators, faculty, and staff can review this document to assist in answering common questions regarding the EL program.