*Maintain in student’s record folder.*

Language Proficiency Assessment Committee (LPAC)

**English Language Learner (ELL)**

**Cumulative Folder Documentation Checklist
      Independent School District/Charter School**

|  |  |
| --- | --- |
| **Student Name:**      **Student ID: \_\_\_\_\_\_\_\_\_**  | **Date of Birth:**      **Campus: \_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Initial Documentation** |
| **√** | **Form** | **Date** |
| **[ ]**  | Home Language Survey |  |
| **[ ]**  | Oral Language Proficiency Test (OLPT) English |  |
| **[ ]**  | Oral Language Proficiency Test (OLPT) Spanish |  |
| **[ ]**  | Agency Approved Norm-Referenced Test(s) |  |
| **[ ]**  | LPAC Initial Placement/Recommendation |  |
| **[ ]**  | Notification of Placement |  |
| **[ ]**  | Parent Permission (same date as program placement) |  |
| **[ ]**  | Parent Denial |  |

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| **Annual Documentation** |
| **Documentation** | **Date** | **Date** | **Date** | **Date** | **Date** | **Date** | **Date** | **Date** |
| Oral Language Proficiency Test (OLPT) English |  |  |  |  |  |  |  |  |
| Oral Language Proficiency Test (OLPT) Primary Language |  |  |  |  |  |  |  |  |
| Agency Approved Norm-Referenced Test(s)  |  |  |  |  |  |  |  |  |
| State Assessment Results |  |  |  |  |  |  |  |  |
| TELPAS Individual Student Profile |  |  |  |  |  |  |  |  |
| Other (district policy) |  |  |  |  |  |  |  |  |
| Notification of Exit |  |  |  |  |  |  |  |  |
| Parent Permission  |  |  |  |  |  |  |  |  |