

English Learner Transfer Request Documentation Form

The following documents are needed to conduct the LPAC meeting and to determine English learner's eligibility or continuation of services. The LPAC has within four weeks of initial enrollment to gather documentation, conduct LPAC meeting, place student, and receive parent permission. It is critical to receive information prior to the LPAC meeting to make the best decision possible. NOTE: Number of attempts is not limited to three times. All attempts must be made with previous districts to receive required documents.

Student name: _____ **Enrollment date:** _____

Transfer Request Document	Document attempts & gather information – Name of District staff, time, & date				
<input type="checkbox"/> Home Language Survey (HLS)	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> Additional	
<input type="checkbox"/> TEA-Approved Oral Language Proficiency Test (OLPT)	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> Additional	
<input type="checkbox"/> TEA-Approved Norm-Referenced Standardized Achievement Instrument	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> Additional	
<input type="checkbox"/> LPAC Initial Review	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> Additional	
<input type="checkbox"/> LPAC	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> Additional	
<input type="checkbox"/> Parent Permission	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> Additional	
<input type="checkbox"/> Denial Form	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> Additional	
<input type="checkbox"/> Reclassification Form	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> Additional	
<input type="checkbox"/> Monitoring Form	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> Additional	

- **Home Language Survey (HLS)**—original or copy of the student's first HLS from when they first enrolled into school.
- **TEA-Approved Oral Language Proficiency Test (OLPT)**—copy of the OLPT from when student started school. If student was in a bilingual program, request should be made for the English and Spanish test. Required for all grade levels.
- **TEA-Approved Norm-Referenced Standardized Achievement Instrument**—the test is required for an English learner who entered Texas at Grade 2 and above, in addition to the OLPT.
- **LPAC Initial Review**—the initial review form will contain information related to LPAC initial recommendations and eligibility as an English learner. It may also have information related to the OLPT.
- **LPAC**—Most recent LPAC documentation prior to transfer.
- **Parent Permission**—the parent permission form provides permission for services in the Bilingual or ESL program.
- **Denial Form**—the denial form denies services for the Bilingual or ESL program.
- **Reclassification Form**—the reclassification form provides the student's reclassification information. If English learner is participating in Bilingual or ESL program, they will not have reclassification information. Student will be monitored for after being reclassified.
- **Monitoring**—the monitoring form provides the student's monitoring status. PEIMS coding is as follows: F—1st year (previously—M1), S—2nd year (previously—M2), 3—3rd Year (federal requirement), and 4—4th Year (federal requirement).
- **Assessment**—Current TELPAS and state assessment information.