

ELLSEP Folder Document Checklist

New ELLSEP Folder	Existing ELLSEP Folder
<i>For students who are new to the ESOL program, the following documents must be included when creating the ELLSEP Folder.</i>	<i>For students who are continuing in the ESOL program, in the same school or transferring from another, the following documents must be included EACH YEAR.</i>
☐ Home Language Survey ☐ Initial Oral Language Classification Assessment Form <i>(Appendix F)</i> ☐ IPT Protocol Booklet ☐ K-TEA if applicable (Gr. 3-12) ☐ Parent Notification of Student Placement <i>(Appendix H)*</i> ☐ A10 Panel <i>(Signed and Dated)</i> ☐ Accommodations Checklist <i>(Appendix O)</i> ☐ Flexible Setting Accommodation Letter when applicable <i>(Appendix P)*</i>	☐ Home Language Survey <i>(original)</i> ☐ Initial Oral Language Classification Assessment Form <i>(Appendix F) (original)</i> ☐ IPT Protocol Booklet(s) ☐ K-TEA if applicable (Gr. 3-12) ☐ ☐ Parent Notification of Continuation of Services in the ESOL Program <i>(Appendix H)*</i> ☐ A10 Panel <i>(Signed and Dated)</i> ☐ Accommodations Checklist(s) <i>(Appendix O)</i> ☐ Flexible Setting Accommodation Letter(s) if applicable <i>(Appendix P)*</i> ☐ ELL Committee Invitation Letter(s) <i>(Appendix M)*</i> ☐ CELLA Score Report(s)

*These documents are also available in Spanish, Haitian-Creole, and Portuguese, and must be sent home in the student's native language (if applicable). Send home the original document and retain a copy for the student's ELLSEP folder.

The ELL Committee Invitation Letter is **required** for all students who are eligible for extension of services (entering their 4th year or beyond in the ESOL program). Send an invitation letter whenever the ELL Committee is convened.