



Required Documentation for ESOL Orange Folders

Ineligible Students (DNQs) Folders

Documentation		Additional Information	
Copy of Registration Form with Home Language Survey ?'s		Verify the date & signature are complete; Verify the DEUSS (Date of Entry into the US)	
Eligibility Assessment Administered	W-APT	administered to Kindergarten	
	WIDA Screener	administered to Grades 1-12	
Parent Notification of Delay in ESOL Testing		If 20-school day deadline is not met	
Parent Notification of Ineligibility for ESOL Services		If student is ineligible for ESOL program based on testing	

Eligible Students (Active LYs) Folders

Documentation		Additional Information	
Copy of Registration Form with Home Language Survey ?'s		Verify the date & signature are complete; Verify the DEUSS (Date of Entry into the US)	
Eligibility Assessment Administered	W-APT	Kindergarten	
	WIDA Screener	Grades 1-12	
Parent Notification of Delay in ESOL Testing (if applicable)		If 20-school day deadline is not met	
Parent Notification of Initial or Continued Placement in ESOL		Must be sent annually as long as student is in ESOL program	
Teacher Notification of ELL Student Placement		Given to teachers annually of an active ELL student	
Out of Field Parent Notification		Notification that must go home to the parent(s)/guardian(s) if teacher(s) is/are Out of Field in the area of ESOL	
Parent Invitation to ELL Committee		Must have copies of invitations sent for all meetings	
ELL Committee Notes		Minimum of 3 employees for all ELL Committee meetings	
ELL Student Plan <ul style="list-style-type: none"> • Dated properly • Signed by ELL Committee Members (including parent) 		Updated annually prior to Oct. survey or whenever there are changes made; Must include Parent Notification of Testing Accommodations	
Student Schedule & Teacher Compliance Report		Must be submitted to district ESOL department quarterly	

Testing Accommodations Permission Form	Must be signed by parent	
Copy of Report Cards (quarterly)		
Progress Monitoring Data (FastBridge, Rosetta Stone, District Formative Tests, Guided Reading Level, etc.)		
State Assessment Data (ACCESS for ELLs 2.0, FSA)	Original Score Report must be sent home to parents / Copy of Score Report must be placed in ELL folder	
Exit/Post Exit Monitoring/ Reclassification [Evidence of Progress Monitoring (Copy of report card -quarterly, assessment data (FastBridge, District Formative Tests, Successmaker reports, etc.))]	Verify that student meets exit criteria per F.A.C. 6A-6.0903	
Parent Notification Letter of Exit from ESOL	Must be signed & returned	

Exited Students (LFs in a 2-Yr. Follow-Up) Folders

These folders **will include all of the contents required for the LY FOLDERS along with:**

Exit/Post Exit Monitoring/ Reclassification [Evidence of Progress Monitoring (Copy of report card -quarterly, assessment data (FastBridge, District Formative Tests, Successmaker reports, etc.))]	To use when exiting for a 2-year follow-up; For each student, monitor status by indicating appropriate progress (documenting report card dates)	
Observation List	Report Cards comments from teacher; feedback from ELL Committee meetings	
Skyward Record- LF to LZ	After successful 2-year monitoring period, verify that status is changed in Skyward from LF to LZ	