Required English Learner Documentation

Description: Records documenting the Local Education Agency (LEA) follows statewide standardized English learner (EL) entrance and exit procedures, as required under the ESEA/ESSA. Records documenting EL students are provided an ESOL language instruction program per Office for Civil Rights (OCR) guidance.

Retention of Records: 5 years
http://www.georgiaarchives.org/records/local_government/schedules/51/P20

Location of Records: EL student records are reviewed during Federal Programs’ Cross-Functional Monitoring in any format the LEA provides them: Scanned documents, digital documents, and permanent or cumulative records.

State & Federally Required Documentation

1. **Original Home Language Survey (HLS),** completed by parent or legal guardian, in a language and format the family understands and/or documentation that the HLS was orally interpreted before completion – with parents’ signature and date.
   - The GADOE ESOL website provides sample HLS forms in several languages:
   - If the parents’ preferred language for school communication is English, then an English-only HLS is acceptable. Otherwise, the school system can provide evidence of the parents completing the HLS in a language they have indicated they understand.
   - The HLS is a one-time document completed by the parents/guardians during enrollment and should follow students to all schools or school systems throughout their school career. EL identification decisions are not based on an annual HLS.

2. **English Language Proficiency (ELP) Screener Score Results** demonstrating student met initial eligibility criteria for EL status, if the student’s primary language is not English. Dated documentation of the results of the ELP Screener.

3. Copies of annual **WIDA ACCESS or Alternate ACCESS Individual Score Reports for each year** the student qualified as an English learner.

4. **When Applicable:** Signed and dated **Parent Refusal or Waiver** form in parent's preferred language of communication.

5. **When Applicable:** Documentation of student’s **Exit from ESOL Program – EL Reclassification Form or IEP/EL Reclassification Form,** when applicable.
6. When Applicable: Documentation for up to two years of monitoring the academic progress of exited/former ELs: EL = ‘1’ and EL = ‘2’ students.

Assessment Required Documentation

ELTPC documentation is an assessment requirement for the administration of the Georgia Milestones Assessments. See the current year’s GaDOE Student Assessment Handbook on the GADOE Assessment website.

Parent Notification for ESOL Language Program services is an OCR requirement and should be provided to parents in a language and format they understand. See USED’s English Learner Toolkit, Chapters 7 & 10, and Parent Notification Letter templates on the ESOL Form Bank.

Federal Title I, Part A Required Documentation

Title I Parent Notification of Title I and/or Title III Services is a Title I requirement. The GADOE Family-School Partnership website provides several samples of Title I-compliant parent notification forms in several languages.