

ELL PLAN by Meeting Type Cheat Sheet

Below are *suggestions* for use of the English Language Learner Plan. Reference your district policies and contact your district administration for specific processes within your district.

ELL Plan - Initial or out of District Transfer	
Required Sections to Complete:	
➔	Title Page <ul style="list-style-type: none"> ➤ Enter Meeting Date ➤ Choose Initial <i>(Note: This will be created automatically if using Meeting Administrator)</i>
➔	Identification <ul style="list-style-type: none"> ➤ Complete all relevant sections
	Academic Progress <ul style="list-style-type: none"> ➤ Optional; only necessary if you wish to update/verify Linguistic Accommodations
	State Assessment <ul style="list-style-type: none"> ➤ Optional
➔	Recommendations and Signatures <ul style="list-style-type: none"> ➤ Address Recommendation ➤ Current/Next EL Status ➤ Program Type and accompanying drop down
Parent Letter generated: Parent Approval – Initial Identification and Placement	
ELL Plan – BOY	
Required Sections to Complete:	
➔	Title Page <ul style="list-style-type: none"> ➤ Enter Meeting Date ➤ Choose Review <i>(Note: This will be created automatically if using Meeting Administrator)</i>
	Identification <ul style="list-style-type: none"> ➤ Optional
➔	Academic Progress <ul style="list-style-type: none"> ➤ Update Academic Progress Statement ➤ If desired, linguistic accommodations can also be updated
	State Assessment <ul style="list-style-type: none"> ➤ Optional
➔	Recommendations and Signatures <ul style="list-style-type: none"> ➤ Address Recommendation ➤ Current/Next EL Status

	➤ Program Type and accompanying drop down
Parent Letter generated: Parent Notification on Student Progress	
ELL Plan - MOY	
Required Sections to Complete:	
➔	Title Page <ul style="list-style-type: none"> ➤ Enter Meeting Date ➤ Choose Review and/or State Assessment <i>(Note: This will be created automatically if using Meeting Administrator)</i>
	Identification <ul style="list-style-type: none"> ➤ Optional
➔	Academic Progress <ul style="list-style-type: none"> ➤ Update Academic Progress Statement ➤ If desired, linguistic accommodations can also be updated
➔	State Assessment <ul style="list-style-type: none"> ➤ Update/verify State Test Accommodations that may be needed ➤ Update/verify any TELPAS supports that may be needed
➔	Recommendations and Signatures <ul style="list-style-type: none"> ➤ Address Recommendation ➤ Current/Next EL Status ➤ Program Type and accompanying drop down
Parent Letter generated: Parent Notification on Student Progress	
ELL Plan - EOY	
Required Sections to Complete:	
➔	Title Page <ul style="list-style-type: none"> ➤ Enter Meeting Date ➤ Choose Annual Review <i>(Note: This will be created automatically if using Meeting Administrator)</i>
➔	Identification <ul style="list-style-type: none"> ➤ Save this section with the information that pre-populates
➔	Academic Progress <ul style="list-style-type: none"> ➤ Update Academic Progress Statement ➤ Update/verify Linguistic Accommodations for upcoming year ➤ For High School Students: Indicate credits earned towards gradation, and if the student is on target for graduation
➔	State Assessment <ul style="list-style-type: none"> ➤ Save this section with the information that pre-populates from your MOY
➔	Recommendations and Signatures

	<ul style="list-style-type: none"> ➤ Address Recommendation ➤ Current/Next EL Status ➤ Program Type and accompanying drop down
Parent Letter generated: Parent Notification on Student Progress	
ELL Plan - EOY/Exit (Reclassification)	
Required Sections to Complete:	
➔	Title Page <ul style="list-style-type: none"> ➤ Enter Meeting Date ➤ Choose Annual Review and/or Exit <i>(Note: This will be created automatically if using Meeting Administrator)</i>
➔	Identification <ul style="list-style-type: none"> ➤ Save this section with the information that pre-populates
➔	Academic Progress <ul style="list-style-type: none"> ➤ Update Academic Progress Statement ➤ Update/verify Linguistic Accommodations for upcoming year ➤ For High School Students: Indicate credits earned towards graduation, and if the student is on target for graduation
➔	State Assessment <ul style="list-style-type: none"> ➤ Save this section with the information that pre-populates from your MOY
➔	Recommendations and Signatures <ul style="list-style-type: none"> ➤ Address Recommendation ➤ Current/Next EL Status (current status must be EL) ➤ Program Type and accompanying drop down (choose the program that the student will be exiting)
Parent Letter generated: Parent Notification on Student Progress & Parent Notification of Reclassification and Approval of Program Exit	
Note: If your student will be pending reclassification dependent upon scores, consult the companion document in this Padlet titled “Out of the Ordinary-ELLA Reclassifications and SE” which will assist you in completing the meeting form correctly for this circumstance.	