

ORDER OF ORANGE FOLDER

The orange folder was selected to identify all B/ESL students receiving program services. In the event the student were to leave the district but return at a later day, the folder could easily be located in case the student qualified for re-entry.

The order of the orange folder contents should be as follow:

1. Tracking Form
2. Salmon Form
3. Tests Results Sheet (white copy of 2 part form)
4. Program Letter(s) In Ascending Order
5. Handwritten Parent Denial Letter, if Applicable
6. Most Current IPT Updates and IPT Annual Assessments
7. IDEA Proficiency Test Level Summary
8. Initial IPT English Test Booklet
9. Initial IPT Spanish Test Booklet
10. **Original** Yellow Registration Form with Home Language Survey
Please do not place all other registration forms in the folder.

If the orange folder is reversed, the following applies; also note program determination checked off on the label placed on the front of the folder:

1. The student in grades PK, K and 1 are FES and do not qualify for services
2. The student in grades 2-12 is FES and was pending standardized test scores (may or may not ultimately qualify so refer to aforementioned label)
3. There is no tracking form
4. There is no program letter unless the parent said yes to placement during the time that standardized scores could be obtained for grades 2-12

It is very important that all IPT Updates and Annual Assessments be placed in the student's orange folder. IPT Updates are not to be placed in Special Education folders or left loose in the student's cum folder.