

**BILINGUAL/ESL ELEMENTARY FILES
END OF THE YEAR REVIEW
AND
ELEMENTARY TO MIDDLE SCHOOL TRANSITION**

DEADLINE FOR DELIVERING FILES: JUNE 5, 2003

DATE: _____

TO RECEIVING SCHOOL: _____

FROM: _____
Campus LPAC Chairperson

I verify that the B/ESL files are in order with the following information:

PLEASE CHECK THE FOLLOWING:

- _____ Original Yellow Registration Form (i.e. Home Language Survey)
- _____ Accurate ID#
- _____ Completed Tracking Form (with special emphasis on LPAC Entry and Exit Dates)
- _____ Appropriate Program Letter(s)
- _____ All Test Booklets, including "Updates" in the Orange Folders
- _____ All Students Who Have **Exited** or **Withdrawn** from the Program are Documented with **All** Sources (PEIMS, Attendance and CEC)
- _____ If Parent Requested Exit from Program, a Hand-Written Note by the Parent is in File and Action has been Documented (PEIMS, Attendance and CEC)

I have reviewed all the files for the B/ESL students and have identified those in 5th grade who are to continue in the B/ESL program for the following year. The files have been grouped for quick identification **and have been personally delivered to the receiving school.**

ATTACHED ARE LISTS OF THE FOLLOWING:

1. List of Students who have exited B/ESL Program (for purposes of two year tracking/accountability)
2. B/ESL List of Parent Denials
3. List of Names of Files Delivered

Person Receiving Files: _____ Date: _____

Copy to the CEC

April, 2003

**BILINGUAL/ESL MIDDLE AND HIGH SCHOOL FILES
END OF THE YEAR REVIEW
AND
MIDDLE SCHOOL TO HIGH SCHOOL TRANSITION**

DEADLINE FOR DELIVERING FILES: JUNE 6, 2003

DATE: _____

TO RECEIVING SCHOOL: _____

FROM: _____
Campus LPAC Chairperson

I verify that the B/ESL files are in order with the following information:

PLEASE CHECK THE FOLLOWING:

- _____ Yellow Registration Form (i.e. Home Language Survey)
- _____ Accurate ID#
- _____ Completed Tracking Form (with special emphasis on LPAC Entry and Exit Dates)
- _____ Appropriate Program Letter(s)
- _____ All Test Booklets, including "Updates" in the Orange Folders
- _____ All Students Who Have **Exited** or **Withdrawn** from the Program are Documented with All Sources (PEIMS, Attendance and CEC)
- _____ If Parent Requested Exit from Program, a Hand-Written Note by the Parent is in File and Action has been Documented (PEIMS, Attendance and CEC)

I have reviewed all the files for the ESL students and have identified those in 8TH grade who are to continue in the ESL program for the following year. The files have been grouped for quick identification **and have been personally delivered to the receiving school.**

ATTACHED ARE LISTS OF THE FOLLOWING:

1. List of Students Who Have Exited the ESL Program (for two year tracking purposes/accountability)
2. List of Parent Denials
3. List of Names of Files Delivered

Person Receiving Files: _____ Date: _____

Copy to the CEC

April, 2003