

IMPORTANT DATES

August/September

- ◆ Conduct initial meeting to establish, reactivate and/or train LPAC(s)
- ◆ Submit LPAC Committee Membership Form to the Director of B/ESL Programs
- ◆ By **September 1, 2003** all Special Programs (i.e. B/ESL) need to be identified on the #8 Screen (Region X); this information will later need to be transferred into the Attendance Screen

Within 4 weeks of the Student Enrollment

- ◆ Place currently enrolled students who were enrolled in program the previous year
- ◆ Identify, review and place students transferring from other GPISD campuses who qualify for the B/ESL Program
- ◆ Identify, test and place students new to the District in the appropriate program
- ◆ Obtain parent signature on appropriate program letter and arrange collaboratively with the CEC for transportation
- ◆ Conduct initial fall LPAC meeting to update the B/ESL students on the school roster and CEC Database Printouts

October/May

- ◆ Monitor progress of identified B/ESL students throughout the year
- ◆ Conduct reviews of students who have been reclassified as Non-LEP within the past two years
- ◆ Review recommendations for students experiencing difficulties in their current instructional placements
- ◆ Conduct LPAC meetings to classify newly enrolled students as Bilingual or ESL and place those classified as such in the appropriate program *within 4 weeks of enrollment*
- ◆ Collaborate with PEIMS and the Bilingual office regarding the “Snapshot Date” (October 26) at which time all records should be accurate and all qualifying students in appropriate placements

Page 2 Important Dates

April/May

- ◆ Conduct LPAC meeting to review program placement for B/ESL students for the next year
- ◆ Complete “LPAC Annual Review Form” and reclassify *Non-CEP* if they meet exit criteria
- ◆ Send and **retrieve** exit notification letters
- ◆ Update information regarding B/ESL students and compare data with CEC Database Printout