

2019-2020 END OF YEAR LPAC GUIDANCE

Reclassification as English Proficient, Program Exit, and Parental Notification of Progress



SPRING 2020

- Utilize** the [2019-2020 English Learner Reclassification Updated Criteria and Guidance](#) to determine the adjusted assessment protocol for the Local Education Agency (LEA).
- Conduct** Language Proficiency Assessment Committee (LPAC) End of Year (EOY) Review of all English Learners (ELs), including served ELs, ELs with parental denial, and students in their first two years of monitoring after reclassification. **Due to LEA closures related to Coronavirus (COVID-19) precautions, the LPAC may**
 - utilize alternative meeting methods, which may include phone or video conferencing and the use of electronic signatures in accordance with their LEA policy while maintaining confidentiality;
 - incorporate the required LPAC parent representative in an optional capacity; and
 - extend the timeline for English learner reclassification decisions through the first 30 calendar days of the 2020-2021 school year if unable to complete before the close of the 2019-2020 school year.
- If all necessary assessment results have been received for LPAC's decision for reclassification, **send [Parent Notification on Student Progress](#)** to parents of:
 - ELs reclassifying and exiting program services (or ELs reclassifying with parental denial of services),
 - ELs reclassifying and continuing Dual Language Immersion (DLI) program services,
 - students moving from Monitoring Year 1 (F) after reclassification to Year 2 (S), or
 - students completing Year 2 of Monitoring.
- Send [Parent Notification of Reclassification and Approval of Program Exit](#)**, if reclassification is NOT pending TELPAS results, to parents of ELs who are:
 - reclassifying and exiting program services or
 - reclassifying and continuing DLI program services.
- Prepare *Parent Notification on Student Progress* and *Parent Notification of Reclassification and Approval of Program Exit*** forms for ELs who are reclassifying pending TELPAS results. See below in Summer 2020 for instructions for a member of the LPAC to complete this process.
- Send** TELPAS reports (if available) to all parents of English learners, including ELs with parental denial. Report dates can be found on the [2019-2020 Student Assessment Testing Calendar](#).

*Note: Due to the allowable extended timeline for reclassification of English learners through the first 30 calendar days of the 2020-2021 school year, some of the tasks above may be likewise extended.

SUMMER 2020

- For ELs reclassifying pending 2019-2020 TELPAS results, when TELPAS results are received during the summer, a member of the LPAC follows through with the LPAC reclassification decision made at the EOY as follows:
 - If TELPAS results confirm the LPAC decision for reclassification (student receives Advanced High in each domain), the LPAC representative **sends** the *Parent Notification on Student Progress* and *Parent Notification of Reclassification and Approval of Program Exit* forms that were prepared at EOY (Spring 2020).
 - If TELPAS results do not confirm the LPAC decision for reclassification (student does NOT receive Advanced High in each domain), the LPAC representative **does not send** parent forms prepared at EOY; the parents of these students will receive a *Parent Notification on Student Progress* form at the beginning of the year (BOY) for continuation of EL identification and participation in program services, as applicable.
- Prepare [PEIMS code](#) changes** for the 2020-2021 school year as follows:
 - **Reclassification:** Effective on the first day of the 2020-2021 school year. LEP/EL Indicator Code changes from LEP/EL (1) to Monitor Year 1 (F).
 - **Exit:** Effective on the first day of the 2020-2021 school year if parental approval of exit is received on or before the first day of school. Effective on the date of parental approval of exit if received after the first day of school. If student is continuing program participation after reclassification, Parental Permission Code indicates program continuation (G).

FALL 2020

- Complete** any pending LPAC assessments and decisions for English learner reclassification and **ensure** that parental approval of exit is obtained promptly, if not yet received. Students must remain in their bilingual or English as a second language (ESL) program until parental approval of exit has been obtained, even though they have been reclassified as English Proficient/Non-LEP. Parental approval of program exit can be obtained in writing, through a documented phone conversation, or by e-mail that is documented in writing and retained. Phone or email source must be verified.
- Within the first 30 calendar days of the 2020-2021 school year, **send** *Parent Notification on Student Progress* form to parents of:
 - English learners continuing bilingual or ESL program services and
 - English learners with a parental denial.

RESOURCES

- [2019-2020 English Learner Reclassification Updated Criteria and Guidance](#)
- COVID-19 and English Learner Support Q&A
- English Learner Reclassification Updated Training Video (*coming soon*)
- English Learner Reclassification Updated Training PowerPoint (*coming soon*)