

2018-2019 END OF YEAR LPAC GUIDANCE

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



SPRING 2019

- 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.
- If all assessment results have been received for LPAC's decision for reclassification, **send [Parent Notification on Student Progress](#)** (suggested form updated April 2019) 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 (*NEW version of parent notification form for monitoring F-S*).
- Send [Parent Notification of Reclassification and Approval of Program Exit](#)** (suggested form updated April 2019), if reclassification is NOT pending STAAR results, to parents of ELs who are:
 - reclassifying and exiting program services or
 - reclassifying and continuing DLI program services (*NEW version of notification of reclassification form*).
- Prepare** *Parent Notification on Student Progress* and *Parent Notification of Reclassification and Approval of Program Exit* forms for ELs who are reclassifying pending STAAR results. See below in Summer 2019 for instructions for a member of the LPAC to complete this process.
- Send** TELPAS and STAAR reports to all parents of English learners, including ELs with parental denial. Report dates can be found on the [2018-2019 Student Assessment Testing Calendar](#).

SUMMER 2019

- When STAAR results are received during the summer for ELs reclassifying pending STAAR results, a member of the LPAC follows through with the LPAC reclassification decision made at the EOY as follows:
 - If STAAR results confirm the LPAC decision for reclassification (student meets passing standard*), 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 2019).
 - If STAAR results do not confirm the LPAC decision for reclassification (student does not meet passing standard*), 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 2019-2020 school year as follows:
 - **Reclassification:** Effective on the first day of the 2019-2020 school year. LEP/EL Indicator Code changes from LEP/EL (1) to Monitor Year 1 (F).
 - **Exit:** Effective on the first day of the 2019-2020 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).

*Meeting passing standard for STAAR includes Approaches, Meets, or Masters performance levels.

FALL 2019

- 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 2019-2020 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.