

Student Report Form for ESOL – Grades 6-12

(Complete and give to School Registrar each year and/or for Schedule Changes/Initials/Exits/Transfers)

- Initial Eligibility (New) Changes/Current Services Transfer
 Waived (signed wavier attached) Exit ESOL – Reason: _____

Student Name: _____ Grade: _____ School Year: _____

ESOL Services (Circle one for each.)		Effective Date (Start or End Services): _____	
Language Arts	No Services	Served	Teacher: _____

Math	No Services	Served	Teacher: _____

Science	No Services	Served	Teacher: _____

Social Studies	No Services	Served	Teacher: _____

ESOL Class	No Services	Served _____ segments	Teacher: _____

Total # of segments served: _____			

ESOL Case Manager: _____ Date Submitted to Registrar: _____

***** **REGISTRAR USE ONLY** *****

Initial Eligibility/Transfer: Under Student Information → Program Participation → English Learners (EL), go to EL tab, select EL for “Program Status”, enter identified date. Verify ESOL services on schedule. Go to EL Services tab, click add new, enter start date and service type (ESOL), save. Click add new, enter start date, end date (June 30 of next fiscal year) and service type (ESOL *# of segments served*), save. Add ESOL flag.

Date Completed: _____ Registrar Signature: _____

Exited ESOL: Under Student Information → Program Participation → English Learners (EL), go to EL tab, select Exited EL for “Program Status”, enter program exit date and exit reason. End date the ESOL flag.

Date Completed: _____ Registrar Signature: _____

Changes/Current Services: Verify ESOL services on schedule. Under Student Information → Program Participation → English Learners (EL), go to EL Services tab, click add new, enter start date and service type (ESOL), save. Click add new, enter start date, end date (June 30 of next fiscal year) and service type (ESOL *# of segments served*), save. If discrepancies exist, return form to ESOL Case Manager.

Date Completed: _____ Registrar Signature: _____

Waived Services (signed waiver must be attached – valid 1 year): Verify ESOL services are NOT on schedule. Under Student Information → Program Participation → English Learners (EL), go to EL Services tab, click add new, enter start date and service type (NonESOL – Parent Refusal or Lang Supp in SPED), end date (June 30 of next fiscal year), save. End date ESOL flag and add EL Waived flag.

Date Completed: _____ Registrar Signature: _____