Title III – English Learners

ESOL TEACHER PROGRAM ASSURANCE FORM

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESOL teachers will annually review ESOL program documentation and procedures by reviewing ALL EL students’ permanent record folders and ESOL folders and completing the following checklist.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes*Give date* | No | Review Action | If No, Corrective Action |
|  |  | **August**- discuss ACCESS Test score of each EL student with all teachers who teach the EL student |  |
|  |  | **August** – review ESOL delivery models with all teachers with particular reference to ELs who are also eligible for SpEd services |  |
|  |  | **August** – review WIDA Standards with all teachers |  |
|  |  | **September** - establish IEP Committee involvement for ELs served by SpEd |  |
|  |  | **October** – complete the annual Testing Participation Committee Form F for all EL students |  |
|  |  | **October** – check that all EL students have necessary forms in ESOL folder all with parent signatures when required – refer to ESOL folder list |  |
|  |  | **December** – peer review of ESOL folders– check for necessary forms and parent signatures |  |
|  |  | **May** – peer review of ESOL folders - check for necessary forms and parent signatures |  |
|  |  | **May** – Review of EL students who will exit ESOL program – Send Parent Notification of Exit from ESOL Form H |  |
|  |  | **May** – Notify Registrar of changes of services for ESOL students that have exited program.  |  |

ESOL Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be returned to the Title III ESOL Coordinator before **May 20 of each school year.**

**Updated April 2019**