**STEP 2: EL Placement and Parent Notification of English Learners (ELs)**

All students entering Fort Payne City Schools who are identified as English Learners (ELs) will be referred to the EL Committee. Each local school that has an EL must form an EL Committee. The committee may be comprised of an administrator, a classroom teacher, a counselor, an EL teacher, and a parent of the EL when possible. The EL Committee is responsible for making all academic decisions regarding the EL, including, but not limited to, EL program placement, appropriate accommodations, EL reclassification and EL program exit.

EL Committee decides to enter/continue EL in EL program

EL Committee decides not to enter student in EL program

Parent Notification is sent to parents outlining their child’s eligibility for EL services and current data regarding FPCS’s EL Program. Parents are also sent a copy of current ***ACCESS for ELLs*** Parent Report, if available. The EL staff is responsible for sending both forms.

EL Committee will convene and complete:

* *I-ELP (Individual English Language Plan)*
* *EL Accommodations Checklist*
* *LEP/EL Participation Documentation, Alabama Student Assessment Program*
* *Any LEP/EL Accommodation Checklist, as needed- Alabama Student Assessment Program*
* All documentation related to NELB will be placed in the EL folder. EL teacher is responsible for sharing all committee decisions with EL’s classroom teacher(s). The EL teacher will provide every classroom teacher a copy of the EL’s current English language proficiency score and accommodations.

If parent waives services, they must complete and sign the Waiver form (*Request for Title III Supplemental English Language Development Program Withdrawal/Waiver Form)*

on an annual basis, and the LEA must maintain the written documentation*.***It is the responsibility of the LEA to provide language support/accommodations in instruction and monitor the student’s academic performance**. Student is still identified as EL; EL staff will notify School Counselor to code student correctly in PowerSchool**. The student** **must still participate on the *ACCESS for ELLs* or *Alternate ACCESS for ELLs.***

Student will participate on ACCESS for ELLs or Alternate ACCESS for ELLs until such time the student demonstrates English proficiency (4.8 composite) and exits or meets the Alternate Exit Criteria.

See STEP 3: Exiting from EL services and monitoring Former English Leaner students.