

Core English Learner Documentation

Description: Records documenting the Local Education Agency's (LEA) compliance with uniform statewide EL entrance and exit procedures, as required under the ESEA/ESSA. Records documenting the ESOL language instruction program provided to identified English learners (ELs) per Office for Civil Rights Guidance.

Retention of Records: 5 years

http://www.georgiaarchives.org/records/local_government/schedules/51/P20

Location of Records: EL student records are reviewed during Federal Programs Cross-Functional Monitoring in any format the LEA provides them: Scanned documents, digital documents, and permanent or cumulative record documents (when the review is onsite). The following list of core EL documentation can also be found on p. 23 of the [EL Language Programs – State Guidance](#) handbook.

State & Federally Required Documentation

- 1. Original Home Language Survey (HLS)**, completed by parent or legal guardian, in a language and format the family understands and/or documentation that the HLS was orally interpreted before completion – with parents' signature and date.
 - The GADOE ESOL website provides several sample [HLS forms](#) in several languages:
 - The HLS is a **one-time** document during student enrollment and should follow the student to all school or school systems where he is enrolled throughout his school career. (OCR, State, Title III guidance).
 - If the parents' preferred Language for school communication is "English", then an English-only HLS is acceptable.
- 2. English Language Proficiency (ELP) Screener Score Results** demonstrating initial eligibility for EL status, if the HLS indicated a language other than English. Dated documentation of the results of the ELP Screener.
- 3. Copies of annual ACCESS for ELLs Individual Score Reports for each year** the student qualified as an English learner.
- 4. *When Applicable:* Parent Refusal or Waiver** form with signature/date in parent's preferred language of communication.
- 5. *When Applicable:* Documentation of Student's Exit from ESOL Program – EL** Reclassification Form when applicable for EL Exit Procedures.



6. *When Applicable:* Documentation for up to two years of monitoring EL=1 and EL=2 students.

State Required Documentation

Since the **EL-TPC Documentation** is an Assessment requirement, it is not reviewed for Title III compliance when a Title IIIA LEA is monitored. It is assumed that the ESOL Coordinator is following the state's Assessment requirements with regards to EL-TPC documentation as described in the current year's Student Assessment Handbook on the [GADOE Assessment website](#).

Parent Notification for ESOL Language Program services is an OCR requirement and should be maintained in case of an OCR review. Please see the templates for these Parent Notification Letters on the [ESOL Form Bank](#).

Title I, not Title III, Required Documentation

Since the **Title I Parent Notification of Title I and/or Title III Services** is a Title I requirement, it is not reviewed for Title III compliance when a Title III LEA is monitored. **Please check with a Title I Specialist about where/how to maintain a copy of this letter for records/documentation.** The [GADOE Family-School Partnership website](#) provides several samples of Title I-compliant PNOS forms in several languages: