Department of Bilingual Education and World Languages

SECONDARY ESOL RECORDS FOLDER CHECKLIST

School Name: _____ Work Location: _____ Date: _____

Student Name	Student ID #	ESOL Level	Grade	Home Language Survey (completed, signed and dated), DEUSS	Initial Assessment date, Entry date and ESOL Level match DSIS - J Screen	Other assessment(s) match ISIS/ELLEVATION/ELL Plans	Programmatic Assessment (Middle and High Schools)	Native Language Writing Sample for new ESOL Level 1 students (Middle & High)	Student Schedule(s) (Middle and High School) Prior to 2017-2018	Copy of initial Parent Notification Letter	Copy(s) of annual updated Parent Notification Letter(s)	Copy(s) of Parent Notification of ELL Committee Meeting(s)	ELL Committee(s) -Check for signatures , dates and minutes attached to each	Procedures for Three Years or More in ESOL (Test and convene ELL Committee)	Updated ELL Plans	Florida CELLA Student Report(s) (annual)	AMAO Letter(s) (annual) (N/A for 2014-15 and after)

✓ Indicates compliance

Codes indicate area to be reviewed

Revised February 2018