



Department of Bilingual Education and World Languages

Request for Correction on "J" Screen

Please complete this form to request changes related to the "J" screen. Include a form per each "J" screen correction. **Fax a copy of the "J" screen** with changes noted on the appropriate field(s) along with evidence to confirm change of information. For example, fax a copy of the CELLA Report if your request is to change the "assessment date" and "ESOL entry date" on the "J" screen.

Date: _____

To: **Alina Plasencia, District Supervisor**
Department of Bilingual Education and World Languages
Mail Code: #9609, Suite 341
Fax: 305-523-0789 (Office Fax)
APlasencia@dadeschools.net

From: _____ Location # _____ Phone# _____
(Name of school)

Requested by: _____

Signature (Administrator or designee): _____

Number of pages: _____

Student ID#: _____ **Name:** _____ **Grade:** _____

Correction type:

- Survey Date Survey Responses Assessment Date CELLA Score
- ESOL Level Reading/Language Entry Date Exit Info.
- Reclassification Date Other: _____

Please check the attachments that are being faxed as **evidence** for correction along with this form:

- Printout of "J" Screen Copy of WLEP Plan
- Copy of Home Language Survey Copy of Test Answer Sheet(s)
- Other

For office use only:

