



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:** **Deland Innocent, District Supervisor**  
**Department of Bilingual Education and World Languages**  
**Mail Code: #9609, Suite 341**  
**Fax: 305-523-0165 (Direct Fax)**  
**305-523-0789 (Office Fax)**  
**dinnocent@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:**

\_\_\_\_\_

\_\_\_\_\_