

Organization of EL (green) Folders

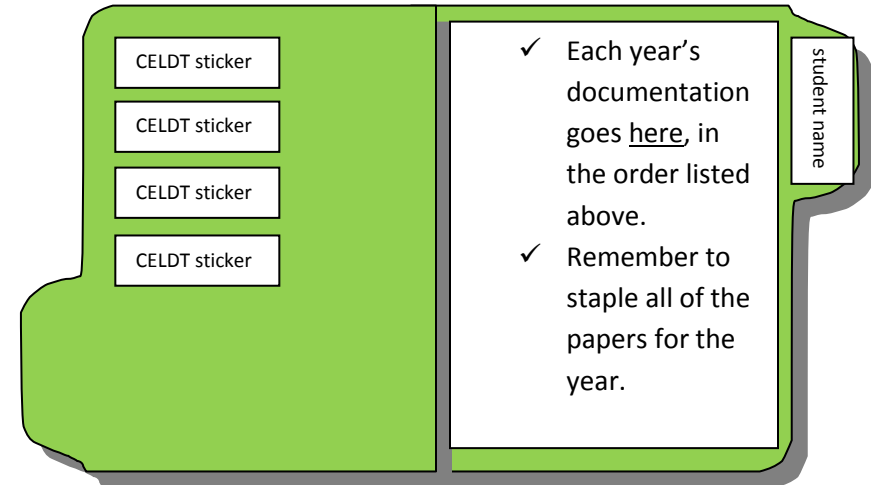
- All paperwork should be filed from oldest to most recent.
- All copies for each school year should be stapled together prior to the end of the school year

○ Initial (from front to back)

- Initial English Learner Identification form
- Official CELDT scores (sticker in folder)
- Parent Notification Letter (with official CELDT scores)
- English Learner Assessment Results and Program Placement Letter
- Primary Language Assessment
- Unofficial (local) CELDT score sheet
- Home Language Survey

○ Annual (from front to back)

- Official CELDT scores (sticker in folder)
- Parent Notification Letter (with official CELDT scores)
- Unofficial (local) CELDT score sheet
- English Learner Assessment Results and Program Placement Letter



○ R-FEP

- Reclassification Form with documentation
- Monitoring Form with documentation
- Pink RFEP labels (on front of green folder AND cumulative folder)

○ I-FEP

- English Learner Assessment letter
- Home Language Survey
- CELDT scores (local & official)
- Green label on upper right corner of student's cum. folder.

