

Monitoring After Reclassification

Once an English learner is reclassified as English proficient, the school must monitor them for an additional 2 years. After 2 years of monitoring, if the student is progressing adequately, they will leave the English Learners program.

Letter to Parents

The first step when a student reclassifies as English proficient is notifying the parents.

Steps *To notify the parents when a student reclassifies:*

1. Create a **Letter to Parents of Students Exiting the English Learners Program**.
 2. Provide the date as well as the date when the student was reclassified.
 3. Have a district official sign the document.
 4. Share the document with the parents.
- When the document is completed, a **Monitoring of Reclassified Student** document will need to be completed by the end of the school year as specified in the school calendar. If there is no calendar, it will be due within one year.

Monitoring Year 1

Steps *To complete monitoring the first year:*

1. Create a **Monitoring of Reclassified Student**.
2. Select **1st Year Monitoring** and provide basic background information.
3. Track academic progress by adding assessment test scores, scores from other linguistic/academic tests, and academic grades.
4. At the end of the year, meet to discuss the student's progress and make a decision about next steps.
 - If the student is on track, the typical next step is to **continue to year 2 monitoring**.
 - If they are not on track, you can recommend they **re-enter English language instruction educational program** or **require intensive instructional interventions**.
5. Fill out meeting notes, add signatures, and mark the document complete.

When the document is completed, a parental notification is required within 14 days.

Steps *To notify the parents:*

1. Create a **Parental Notification on Student Progress - Monitoring After Reclassification**.
2. Provide relevant information from the monitoring document and additional comments.
3. Based on the decision made in the monitoring document, give a formal recommendation.
4. Share the document with the parents for them to add their signature.
5. Complete the document.

When the document is completed:

- If the student will be continuing to year 2 of monitoring, another **Monitoring of Reclassified Student** will be due by the end of the school year or within one year.
- If the student will be re-entering the English learner program, a **Continuing English Learner Identification Notification** will need to be completed by the end of the school year or within one year.

Monitoring Year 2

Steps *To complete monitoring the first year:*

1. Create a **Monitoring of Reclassified Student**.
2. Select **2nd Year Monitoring** and provide basic background information.
3. Track academic progress by adding assessment test scores, scores from other linguistic/academic tests, and academic grades.
4. At the end of the year, meet to discuss the student's progress and make a decision about next steps.
 - If the student is on track, the typical next step is to **conclude year 2 monitoring**.
 - If they are not on track, you can recommend they **re-enter English language instruction educational program** or **require intensive instructional interventions**.
5. Fill out meeting notes, add signatures, and mark the document complete.

When the document is completed, a parental notification is required within 14 days.

Steps *To notify the parents:*

1. Create a **Parental Notification on Student Progress - Monitoring After Reclassification**.
2. Provide relevant information from the monitoring document and additional comments.
3. Based on the decision made in the monitoring document, give a formal recommendation.
4. Share the document with the parents for them to add their signature.
5. Complete the document.

When the document is completed:

- If the student will be concluding year 2 monitoring, the student will exit the program and no additional documentation will be required.
- If the student will be re-entering the English learner program, a **Continuing English Learner Identification Notification** will need to be completed by the end of the school year or within one year.

