

# Program Deadlines - English Learners

English Learners deadline tracking calculates upcoming document deadlines directly from existing documents as they are completed. *Below are documents and criteria used to calculate a student's deadlines for the district's English Learners program.*

Most deadlines are based on state and federal law. However, several (particularly deadlines for prior written notices) reflect best practices.

\*Indicates default deadline when no district calendars are found

## Identification, Placement, and Review Deadlines

Deadline	Placed When	Due	Requirements
<p><b>1. Initial Identification Notification</b> is due within 30 days of student enrollment</p>	<p>"Language Usage Survey" where</p> <ul style="list-style-type: none"> <li>"Potential English learner" is "Yes. Assess the student's English proficiency."</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>"Student Enrollment Date:" is populated</li> </ul>	<p>30 days after Student Enrollment Date</p>	<p>"Initial Identification Notification"</p> <ul style="list-style-type: none"> <li>"Your Child's Overall Proficiency Determination" is populated</li> <li>"Date" at the top of form satisfies due date</li> </ul>
<p><b>2. Initial English Learner Plan</b> is due within 14 days of Initial Identification Notification</p>	<p>"Initial Identification Notification" where</p> <ul style="list-style-type: none"> <li>"Your Child's Overall Proficiency</li> </ul>	<p>14 days after "Initial Identification Notification" "Date:"</p>	<p>"English Learner Plan (rev 04/2023)"</p> <ul style="list-style-type: none"> <li>"PLAN TYPE" is "Initial Plan"</li> </ul>

	<p>Determination" is "Emerging" or "Progressing" <b>AND</b></p> <ul style="list-style-type: none"> <li>• "Date:" is populated</li> </ul>		<ul style="list-style-type: none"> <li>• "DATE OF PLAN:" satisfies due date</li> </ul>
<p><b>3. Continuing English Learner Identification Notification</b> is due</p> <ul style="list-style-type: none"> <li>• by the end of the school year in which the child is determined to be a continuing English Learner</li> <li>• *1 year less 1 day from previous Identification Notification</li> </ul>	<ul style="list-style-type: none"> <li>• "Initial Identification Notification" where "Your Child's Overall Proficiency Determination" is "Emerging" or "Progressing" <b>AND</b> "Date:" is populated <b>OR</b></li> <li>• "Continuing English Learner Identification Notification" where "Your Child's Overall Proficiency Determination" is "Emerging" or "Progressing" <b>AND</b> "Date:" is populated</li> </ul>	<ul style="list-style-type: none"> <li>• By the end of each school year that the child is identified as an English Learner <b>OR</b></li> <li>• *1 year less one day from previous "Initial Identification Notification" "Date:" or "Continuing English Learner Identification Notification" "Date:"</li> </ul>	<p>"Continuing English Learner Identification Notification"</p> <ul style="list-style-type: none"> <li>• "Your Child's Overall Proficiency Determination" is populated</li> <li>• "Date" at the top of form satisfies due date</li> </ul>

<p><b>4. Annual English Learner Plan</b> is due within 14 days of Continuing English Learner Identification Notification</p>	<p>"Continuing English Learner Identification Notification" where</p> <ul style="list-style-type: none"> <li>• "Your Child's Overall Proficiency Determination" is "Emerging" or "Progressing"</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• "Date:" is populated</li> </ul>	<ul style="list-style-type: none"> <li>• 14 days after Continuing English Learner Identification Notification</li> </ul>	<p>"English Learner Plan (rev 04/2023)"</p> <ul style="list-style-type: none"> <li>• "PLAN TYPE" is "Annual Plan"</li> <li>• "DATE OF PLAN:" satisfies due date</li> </ul>
<p><b>5. Notification of Denial of Consent for English Language Program</b> is due within 14 calendar days of parent denial of consent for English Learner placement</p>	<p>"Continuing English Learner Identification Notification" <b>OR</b> "Initial Identification Notification" where</p> <ul style="list-style-type: none"> <li>• "Your Child's Overall Proficiency Determination" is "Emerging" or "Progressing"</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• "Date:" is populated <b>AND</b></li> <li>• "I understand this information and would like to speak with district staff to discuss declining my child's participation in</li> </ul>	<p>14 days after parent denial of consent for English Learner placement</p> <ul style="list-style-type: none"> <li>• Continuing English Learner Identification Notification "Date:"</li> <li>• Initial Identification Notification "Date:"</li> </ul>	<p>"Notification of Denial of Consent for English Language Program"</p> <ul style="list-style-type: none"> <li>• "Date:" at top of form satisfies due date</li> </ul>

	the above programs." is selected		
--	----------------------------------	--	--

**Reclassification Deadlines**

<b>Deadline</b>	<b>Placed When</b>	<b>Due</b>	<b>Requirements</b>
<p><b>1. Letter to Parents of Students Exiting the English Learners Program</b> is due within 14 calendar days of notification that student was found English "proficient"</p>	<p>"Continuing English Learner Identification Notification" where</p> <ul style="list-style-type: none"> <li>"Your Child's Overall Proficiency Determination" is "Proficient"</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>"Date:" is populated</li> </ul>	<p>14 calendar days after "Continuing English Learner Identification Notification "Date:"</p>	<p>"Letter to Parents of Students Exiting the English Learners Program"</p> <ul style="list-style-type: none"> <li>"Date" at the top of form satisfies due date</li> </ul>
<p><b>2. Monitoring of Reclassified Student Year 1</b> is due</p> <ul style="list-style-type: none"> <li>by the end of the school year following <b>OR</b></li> <li>*1 year less one day from the date the student is reclassified as English proficient</li> </ul>	<p>"Letter to Parents of Students Exiting the English Learners Program" where</p> <ul style="list-style-type: none"> <li>"Date" at the top of form is populated</li> </ul>	<ul style="list-style-type: none"> <li>By the end of the School year after the child is reclassified in "Letter to Parents of Students Exiting the English Learners Program" <b>OR</b></li> <li>*1 year less one day from "Letter to Parents of Students Exiting the English Learners Program"</li> </ul>	<p>"Monitoring of Reclassified Student"</p> <ul style="list-style-type: none"> <li>"1st Year Monitoring" is selected</li> <li>"Date" at the top of form satisfies due date</li> </ul>

		"Date:" at top of form	
<p><b>3. Parental Notification on Student Progress - Monitoring After Reclassification</b> is due within 14 days of Monitoring of Reclassified Student</p>	<p>"Monitoring of Reclassified Student" where</p> <ul style="list-style-type: none"> <li>• "Date:" at the top of form is populated</li> <li>• "1st Year Monitoring" or "2nd Year Monitoring" is selected"</li> </ul>	<p>14 calendar days after "Monitoring of Reclassified Student" "Date:"</p>	<p>"Parental Notification on Student Progress - Monitoring After Reclassification"</p> <ul style="list-style-type: none"> <li>• "As a result of your child's academic progress:" is populated</li> <li>• "Date:" at the top of form satisfies due date</li> </ul>
<p><b>4. Monitoring of Reclassified Student Year 2</b> is due</p> <ul style="list-style-type: none"> <li>• by the end of the school year following <b>OR</b></li> <li>• *1 year less one day from Monitoring of Reclassified Student Year 1</li> </ul>	<p>"Parental Notification on Student Progress - Monitoring After Reclassification" where</p> <ul style="list-style-type: none"> <li>• "As a result of your child's academic progress:" is populated</li> <li>• "Date:" at the top of form is populated</li> </ul>	<ul style="list-style-type: none"> <li>• By the end of the School year after "Monitoring of Reclassified Student Year 2" <b>OR</b></li> <li>• *1 year less one day from "Monitoring of Reclassified Student" "Date:"</li> </ul>	<p>"Monitoring of Reclassified Student"</p> <ul style="list-style-type: none"> <li>• "2nd Year Monitoring" is selected</li> <li>• "Date" at the top of form satisfies due date</li> </ul>
<p><b>5. Continuing English Learner Identification Notification</b> is due</p> <ul style="list-style-type: none"> <li>• by the end of the school year that a</li> </ul>	<p>"Parental Notification on Student Progress - Monitoring After Reclassification" where</p>	<ul style="list-style-type: none"> <li>• by the end of the school year that a reclassified student re-enters an</li> </ul>	<p>"Continuing English Learner Identification Notification"</p> <ul style="list-style-type: none"> <li>• "Your Child's Overall Proficiency</li> </ul>

<p>reclassified student re-enters an English Learner program <b>OR</b></p> <ul style="list-style-type: none"> <li>*1 year less one day from Parental Notification on Student Progress - Monitoring After Reclassification recommends re-entry into an English Learner Program</li> </ul>	<ul style="list-style-type: none"> <li>"Date:" at the top of form is populated</li> <li>"As a result of your child's academic progress:" is "has recommended re-entry in an English Learners program..."</li> <li>Parent signature "Date" is populated</li> </ul>	<p>English Learner program <b>OR</b></p> <ul style="list-style-type: none"> <li>*1 year less one day from "Parental Notification on Student Progress - Monitoring After Reclassification" "Date:"</li> </ul>	<p>Determination" is populated</p> <ul style="list-style-type: none"> <li>"Date" at the top of form satisfies due date</li> </ul>
<p><b>6. Notification of Denial of Consent for English Language Program</b> is due within 14 days of parent denial of re-entry of a reclassified student into an English Learner program</p>	<p>"Parental Notification on Student Progress - Monitoring After Reclassification" where</p> <ul style="list-style-type: none"> <li>"Date:" at the top of form is populated</li> <li>"As a result of your child's academic progress:" is "has recommended re-entry in an English Learners program..."</li> <li>Parent signature</li> </ul>	<p>14 calendar days after "Parental Notification on Student Progress - Monitoring After Reclassification" "Date:"</p>	<p>"Notification of Denial of Consent for English Language Program"</p> <ul style="list-style-type: none"> <li>"Date" at the top of form satisfies due date</li> </ul>

	"Date" is <b>NOT</b> populated		
--	-----------------------------------	--	--

## Resources

- Identifying English Learners