

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

	<p>Determination" is "Emerging" or "Progressing"</p> <p>AND</p> <ul style="list-style-type: none"> "Date:" is populated 		<ul style="list-style-type: none"> "DATE OF PLAN:" satisfies due date
<p>3. Continuing English Learner Identification Notification is due</p> <ul style="list-style-type: none"> by the end of the school year in which the child is determined to be a continuing English Learner *1 year less 1 day from previous Identification Notification 	<ul style="list-style-type: none"> "Initial Identification Notification" where "Your Child's Overall Proficiency Determination" is "Emerging" or "Progressing" AND "Date:" is populated OR "Continuing English Learner Identification Notification" where "Your Child's Overall Proficiency Determination" is "Emerging" or "Progressing" AND "Date:" is populated 	<ul style="list-style-type: none"> By the end of each school year that the child is identified as an English Learner OR *1 year less one day from previous "Initial Identification Notification" "Date:" or "Continuing English Learner Identification Notification" "Date:" 	<p>"Continuing English Learner Identification Notification"</p> <ul style="list-style-type: none"> "Your Child's Overall Proficiency Determination" is populated "Date" at the top of form satisfies due date
<p>4. Annual English Learner Plan 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"> "Your Child's Overall Proficiency 	<ul style="list-style-type: none"> 14 days after Continuing English Learner Identification Notification 	<p>"English Learner Plan (rev 04/2023)"</p> <ul style="list-style-type: none"> "PLAN TYPE" is "Annual Plan" "DATE OF PLAN:" satisfies due date

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

Reclassification Deadlines

Deadline	Placed When	Due	Requirements
<p>1. Letter to Parents of Students Exiting the English Learners Program 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"> • "Your Child's Overall Proficiency Determination" is "Proficient" <p>AND</p> <ul style="list-style-type: none"> • "Date:" is populated 	<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"> • "Date" at the top of form satisfies due date
<p>2. Monitoring of Reclassified Student Year 1 is due</p> <ul style="list-style-type: none"> • by the end of the school year following OR • *1 year less one day from the date the student is reclassified as English proficient 	<p>"Letter to Parents of Students Exiting the English Learners Program" where</p> <ul style="list-style-type: none"> • "Date" at the top of form is populated 	<ul style="list-style-type: none"> • By the end of the School year after the child is reclassified in "Letter to Parents of Students Exiting the English Learners Program" OR • *1 year less one day from "Letter to Parents of Students Exiting the English Learners Program" "Date:" at top of form 	<p>"Monitoring of Reclassified Student"</p> <ul style="list-style-type: none"> • "1st Year Monitoring" is selected • "Date" at the top of form satisfies due date
<p>3. Parental Notification on Student Progress - Monitoring After Reclassification is</p>	<p>"Monitoring of Reclassified Student" where</p>	<p>14 calendar days after "Monitoring of Reclassified Student" "Date:"</p>	<p>"Parental Notification on Student Progress - Monitoring After Reclassification"</p>

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

<p>Parental Notification on Student Progress - Monitoring After Reclassification recommends re-entry into an English Learner Program</p>	<p>re-entry in an English Learners program..."</p> <ul style="list-style-type: none"> • Parent signature "Date" is populated 	<p>After Reclassification" "Date:"</p>	
<p>6. Notification of Denial of Consent for English Language Program 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"> • "Date:" at the top of form is populated • "As a result of your child's academic progress:" is "has recommended re-entry in an English Learners program..." • Parent signature "Date" is NOT populated 	<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"> • "Date" at the top of form satisfies due date

Resources

- Identifying English Learners