

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

due within 14 days of Monitoring of Reclassified Student	<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
4. Monitoring of Reclassified Student Year 2 is due <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 	"Parental Notification on Student Progress - Monitoring After Reclassification" where <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:" 	"Monitoring of Reclassified Student" <ul style="list-style-type: none"> • "2nd Year Monitoring" is selected • "Date" at the top of form satisfies due date
5. Continuing English Learner Identification Notification is due <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 After Reclassification" where <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 	"Continuing English Learner Identification Notification" <ul style="list-style-type: none"> • "Your Child's Overall Proficiency Determination" is populated • "Date" at the top of form satisfies due date

Parental Notification on Student Progress - Monitoring After Reclassification recommends re-entry into an English Learner Program	re-entry in an English Learners program..." <ul style="list-style-type: none"> • Parent signature "Date" is populated 	After Reclassification" "Date:"	
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	"Parental Notification on Student Progress - Monitoring After Reclassification" where <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 	14 calendar days after "Parental Notification on Student Progress - Monitoring After Reclassification" "Date:"	"Notification of Denial of Consent for English Language Program" <ul style="list-style-type: none"> • "Date" at the top of form satisfies due date

Resources

- Identifying English Learners