samegoal

Annual Review - Dual Language Students

Annual Review

While a student is enrolled in **Dual Language** (whether they are only in 2L or also in **Reclassification Monitoring**), they will need to complete an **LPAC Annual Review** each year until they choose to exit.

Steps *To complete an annual review:*

1. Create an **LPAC Annual Review**.
2. If test scores have been loaded from TIDE for the student, they will auto populate into the document. If they are loaded after this document has already been created, they can be copied in afterward by clicking the **Update Test Results** button in the top right.
3. Enter assessment and progress information in the **Results** tab.
4. During LPAC meeting on **Decision** tab:
    - Select whether the student should **continue as Non-Emergent Bilingual** or **Exit elective language program**.
5. Select a placement recommendation based on the reclassification decision. Either:
    - **Continue Bilingual Education Program** with one of the DLI options selected or
    - **Exit Bilingual Education Program**
6. Enter meeting notes and sign the document.
7. Mark document complete.

When the document is completed, the student will either have another **LPAC Annual Review** deadline or they will be unenrolled from the program, depending on the placement decision.

While a student is participating in 2L, the LEA may choose to send parental notification letters, but they are not required.