samegoal

Annual Review - Emergent Bilingual Students

TEA End-of-Year (EOY) Checklist

Emergent bilingual students

While a child is an emergent bilingual student, at the end of each year the school will need to review their progress to determine if they are still an English learner or if they are considered to be English proficient.

Steps *To complete EOY documentation in SameGoal for EB students:*

1. **LPAC Annual Review**
    - Create document.
        - Tip If you need to create several at once, you may bulk create them.
    - Hold a meeting.
    - 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 left.
    - Enter assessment and progress information in the **Results** tab.
    - During LPAC meeting on **Decision** tab:
        - Select whether the student should **continue as an English Learner** or **reclassify as English proficient and enter monitoring**.
        - Select a placement recommendation based on the reclassification decision.
            - If the student is continuing in their program, select the appropriate program.
            - If the student is exiting the Transitional bilingual program, select **Exit Bilingual Education Program**.
            - If the student is exiting the ESL program, select **Exit ESL Program**.

        - If the student is exiting the Dual language immersion program, select **Exit DLI Program with option to continue as reclassified English Proficient student**.
    - Enter meeting notes.
    - Enter name and sign.
  - Mark document complete.
2. **Parental Notification on Student Progress**
  - Create document.
    - There are four form variants. Use the correct variant based on the program the student is currently placed in.
    - Do not create a **Monitoring after Reclassification** unless the student has been reclassified.
    - Do not create a **Parent Denial** unless the parent has denied services.
    - Tip If you need to create several at once, you may bulk create them.
  - If the **LPAC Annual Review** has been marked complete, all annual review information will automatically copy into this notice. If the annual review has not yet been marked complete, do so. Then, revisit this parent notice and click the **Update from LPAC Annual Review** button in the top left of the form to copy information from this newly complete annual review.
  - Enter date, campus, additional comments, contact information, etc.
  - Share document with parent(s).
  - Mark document complete.