samegoal

Annual Review - Reclassified Students

TEA End-of-Year (EOY) Checklist

Reclassified students

After an English learner has been reclassified as English proficient, they will be enrolled in the **Reclassification Monitoring** program and the school must continue monitoring them for two years.

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

1. **LPAC Monitoring of Reclassified Student**
    - 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.
    - Indicate if this is **1st Year Monitoring** or **2nd Year Monitoring**.
    - Enter assessment and progress information in the **Results** tab.
    - During LPAC meeting on **Decision** tab:
        - Select placement recommendation and enter meeting notes. If the decision is made for the student to reenter the **Emergent Bilingual** program, after the parental notification, the student will be enrolled back in EB and a deadline will be set for **LPAC Annual Review**.
        - Enter name and sign.
    - Mark document complete.
2. **Parental Notification on Student Progress - Monitoring After Reclassification**
    - Create document.
        - Tip If you need to create several at once, you may bulk create them.

- Enter basic information.
- Share with parent(s).
- If printed and shared with parent:
  - Document parent decision in SameGoal.
  - Optionally attach original.
- Mark **Date received by campus** or **No parent response** in form bottom right.
- Mark document complete.

After the student has completing the required two years of monitoring, they will be unenrolled from the program after the completion of the Parental Notification.