

## End of Year - 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.
- 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.
- 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.
  - 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.
- 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.

### 3. **Parental Notification of Reclassification and Approval of Exit** (If the student is reclassified as English proficient)

- Create document.
  - There are three form variants; Bilingual DLI Option, Bilingual, ESL. Use the correct variant based on recommended placement for next school year.
- 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.