

English Learner Year-at-a-Glance

Due/By Date	Documentation
8/16/2019	Scan and email a copy of EL student schedules noting ESL course and time of service (elementary student rosters for pull out services, secondary class schedules) (NN 3)
08/14, 8/21, 8/28	Campus sends EL Teacher, Interventionist to one of the "Screening, Assessment and Documentation of English Learners" PD sessions (NN 9)
8/30/2019	Provide Staff training on EL requirements -scan and email copy of agenda, handouts, and sign-In sheets (NN 2)
9/5/2019	Scan and email all signed Language Service Plans
9/5/2019	Ensure every teacher that serves the individual EL student receives a copy of the LSP - keep a signed log of receipt
9/11/2019	Progress Monitoring/Data Tracking of EL students, both academic and language acquisition (Star, Classworks, etc) (NN 10)
11/8/2019	EL Sites - Parent/Community Engagement Night/Meeting/Luncheon specific for the EL community - scan and email advertisement/invitation, agenda, copy of sign-in sheets and handouts (NN 12) (at least 2 required per school year)
11/12/2019	Progress Monitoring/Data Tracking of EL students, both academic and language acquisition (Star, Classworks, etc) (NN 10)
12/5/2019	Submit the names of EL students identified as GT, EE, and or participating in extra-curricular activities, please be specific on activity (band, clubs, sports) (NN 3)
1/17/2020	Scan and email a copy of EL student schedules noting ESL course and time of service (elementary student rosters for pull out services, secondary class schedules) (NN 3)
2/12/2020	Progress Monitoring/Data Tracking of EL students, both academic and language acquisition (Star, Classworks, etc) (NN 10)
4/21/2020	Progress Monitoring/Data Tracking of EL students, both academic and language acquisition (Star, Classworks, etc) - scan copies of at least three students data sheets per grade level (if you have that many) noting progress monitoring throughout the school year (NN 10)
5/8/2020	EL Sites - Parent/Community Engagement Night/Meeting/Luncheon specific for the EL community - submit advertisement/invitation, agenda, copy of sign-in sheets and handouts (NN 12)
5/8/2020	Submit the names of "new" or additional students identified as GT, EE and the names of students participating in extra-curricular activities- please specify activity (sports, clubs, band) (NN 3)
5/15/2020	Scan and email a copy of the ESL Teacher's evaluation and signed letter of assurance that ESL Teacher is fluent in written and oral English (NN 14)
5/29/2020	Data Analysis for EL students served: number retained, number on A Honor Roll, number on A/B Honor Roll (NN 16)
5/29/2020	Data Analysis for students on Monitor Status: number retained, number on A Honor Roll, number on A/B Honor Roll (NN 16)

Please email all required documents to Grace Casey at gcasey@jackson.k12.ms.us With the exception of Language Service Plans, please name your files with your school name and indicator (e.g., Spann NN 12). For Language Service Plans please name the files with school name and "LSP" (e.g., Chastain LSP 1 of 5)