

## Required English Learner Documentation

**Description:** Records documenting the Local Education Agency (LEA) follows statewide standardized English learner (EL) entrance and exit procedures, as required under the ESEA/ESSA. Records documenting EL students are provided an ESOL language instruction program per Office for Civil Rights (OCR) guidance.

**Retention of Records:** 5 years

[http://www.georgiaarchives.org/records/local\\_government/schedules/51/P20](http://www.georgiaarchives.org/records/local_government/schedules/51/P20)

**Location of Records:** EL student records are reviewed during Federal Programs' Cross-Functional Monitoring in any format the LEA provides them: Scanned documents, digital documents, and permanent or cumulative records.

### State & Federally Required Documentation

- 1. Original Home Language Survey (HLS)**, completed by parent or legal guardian, in a language and format the family understands and/or documentation that the HLS was orally interpreted before completion – with parents' signature and date.
  - The GADOE ESOL website provides sample [HLS forms](#) in several languages:
  - If the parents' preferred language for school communication is English, then an English-only HLS is acceptable. Otherwise, the school system can provide evidence of the parents completing the HLS in a language they have indicated they understand.
  - The HLS is a **one-time** document completed by the parents/guardians during enrollment and should follow students to all schools or school systems throughout their school career. EL identification decisions are not based on an annual HLS.
- 2. English Language Proficiency (ELP) Screener Score Results** demonstrating student met initial eligibility criteria for EL status, if the student's primary language is not English. Dated documentation of the results of the ELP Screener.
- 3. Copies of annual **WIDA ACCESS or Alternate ACCESS Individual Score Reports for each year**** the student qualified as an English learner.
- 4. When Applicable:** Signed and dated **Parent Refusal or Waiver** form in parent's preferred language of communication.
- 5. When Applicable:** Documentation of student's **Exit from ESOL Program – EL Reclassification Form** or IEP/EL Reclassification Form, when applicable.

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6. *When Applicable*: Documentation for up to two years of monitoring the academic progress of exited/former ELs: EL = '1' and EL = '2' students.

## Assessment Required Documentation

**ELTPC documentation** is an assessment requirement for the administration of the Georgia Milestones Assessments. See the current year's GaDOE Student Assessment Handbook on the [GADOE Assessment website](#).

**Parent Notification for ESOL Language Program** services is an OCR requirement and should be provided to parents in a language and format they understand. See USED's [English Learner Toolkit](#), Chapters 7 & 10, and Parent Notification Letter templates on the [ESOL Form Bank](#).

## Federal Title I, Part A Required Documentation

**Title I Parent Notification of Title I and/or Title III Services** is a Title I requirement. The [GADOE Family-School Partnership website](#) provides several samples of Title I-compliant parent notification forms in several languages.