

ELL Program
The First Two Weeks - Responsibilities

- Gather all new Home Language Surveys from secretaries and/or guidance for students who registered over the summer.
- Gather language testing results that were done for new K-3 students.
- Test all new students who have not yet been tested:
 - K-6 and Non-speakers: SSALD
 - 3-12 LAS R/W
- Update ELL spreadsheets - mark newcomers in yellow. Send copy to Joanne and Marianne. Include a list of those who are non-eligible. Make sure exits are listed separately as FLEP 1 or FLEP 2.
- Send notifications to parents:
 - Entering program - include brochure
 - Continuing services
 - Exiting
- Set up ELL folders for new students
- Send Joanne and Marianne copies of your schedules as soon as they are finished
- Send student lists to all teachers who have ELLs; include descriptors
- File MEPA or MCAS results that may have come in over the summer.