

ELL Records/Files

Illinois Administrative and School Codes require that school districts maintain records of all students enrolled in ELL Programs. In order to ensure compliance with this requirement, the following documents must be kept in the Temporary ELL Record of all English language learners:

District Home Language Survey (copy) Parent Notification Letter (copy) Parent Consent Beyond 3 Years Record of Parent Contact

IPT Tests (for students enrolled in ELL prior to 8/05) W-APT or MODEL

ACCESS Test results IMAGE/ISAT score results

ELL Database Information Form, ELL Database Exit Form

ELL report card (copy), Exit Letter (copy), Refusal of Service Letter, Monitor Forms

Rationale for Placement in a Part-time Program ELL Assessment Summary

ELL Students with IEPs (in addition to all of the documents above)

Sign in sheets for IEP meetings

Eligibility check list for students taking Alternate ACCESS

Documentation of the testing process for Alternate ACCESS

The ELL teachers are required to compile these files for each English language learner in their building, to ensure that all required documentation is in each file, and to keep the files in secure location in that building.

ELL Report Cards

ELL Report Cards and Progress Reports are sent to parents or legal guardians of students enrolled in the ELL Program in the same manner and with the same frequency as the standard district report cards and progress reports are sent to parents or legal guardians of students enrolled in the district.

Elementary and Middle School ESL and Bilingual Progress Reports

At the elementary level, the ESL Progress Report is supplementary to the district report card and indicates the student's progress in attaining English language proficiency in the areas of listening, speaking, reading and writing.

Bilingual Progress Reports, for students receiving literacy instruction in Spanish, indicate the student's progress in Spanish literacy. Elementary progress reports and report cards are available in English and Spanish.

High School ELL Report Cards

At the high school level, grades for ESL and Bilingual classes are reported on the district report card. Students' grades can be accessed by parents and students at any time via the internet by logging in to the district's on-line grade book.