

Yuma Private Industry Council
Procedure for Identifying and Reclassifying English Language Learners

Procedure for Identifying English Language Learner:

1. School registrar will identify students whose primary home language is a language other than English (PHLOTE) as indicated on the school enrollment form and the home language survey.
2. Counselor will screen PHLOTE students using [Harcourt Stanford English Language Proficiency \(SELP\) Test](#) within 30 days of enrollment. Oral, reading and writing proficiency will be assessed.
3. Counselor submits assessments to Harcourt for evaluation and/or utilizes Harcourt Rapid Report link to identify possible ELL student.
4. SELP data is reported to parents within 10 days of receipt of scores from Harcourt resources.
5. Assessment data, [Parental Notification and Consent for ELL Services](#) is provided to student and parents.
6. The Child Study Team meets to determine ELL identification, services and strategies. If parent refuses services the [Withdrawal from an ELL Program letter](#) is completed by parent. Registrar places [Withdrawal from an ELL Program letter](#) or [Parental Notification and Consent for ELL Services](#) in cumulative file.*
7. Progress of English Language Acquisition is monitored at least annually.

* If student qualifies for a categorical disability under IDEA, the IEP team will review how the language deficit in English and the disability will affect progress in curriculum. The IEP team will plan strategies and programs to minimize the negative effects of the combined language barrier and disability.

Procedure for Reclassifying English Language Learner:

1. Counselor will screen eligible ELL students using [Harcourt Stanford English Language Proficiency \(SELP\) Test](#) within 30 days of enrollment. Oral, reading and writing proficiency will be assessed.
2. Counselor submits assessments to Harcourt for evaluation and/or utilizes Harcourt Rapid Report link to identify possible ELL student.
3. SELP data is reported to parents within 10 days of receipt of scores from Harcourt resources.
4. Assessment data, [Notification of Reclassification](#) is provided to student and parents.
5. The Child Study Team meets to determine if necessary transitional services are needed. If transitional services are needed the CST will outline those services.
6. The counselor will monitor progress of FEP students annually for two years and update progress using [Two-Year Monitoring Form for FEP Students](#).