



LPAC (BOY) Administrator Checklist

LPAC Event	Online in eStar	Comments	Date Completed
First 4 weeks LPAC – Initial Placement	Complete the following screens in eStar: 4 (SIFE field), 5 (Educational History) and 6 (Initial Placement Meeting). LPAC recommendation screen needs to be completed.	Train all members participating in the LPAC procedures. Keep oaths and documentation in place. Results from the PreLAS or LAS Links need to be entered in screen 13 in eStar. Parent permission letter once it is signed, needs to get uploaded into eStar. Notify the PEIMS Data Clerk to code the students in PEIMS accordingly. Archive and Close the LPAC meeting once the fields have been updated and parent letter has been uploaded to the archive manager.	Notify Joseph Rodriguez, (District LPAC Administrator) and PEIMS data Clerk, Elizabeth Perez, when LPACs are completed.
Transfer LPACs	Complete eStar transfer/Review LPACs screen # 11. Transfer LPACs include Bilingual, ESL, parent denials, Monitor Year 1, 2, 3, 4, and 5.	If previous EL documentation is received by previous district, then, this information will need to be uploaded to the archive manager in eStar.. Send student transfer records to Elizabeth Perez, PEIMS data clerk, via email and she will upload the information into eStar.	Notify Joseph Rodriguez, (District LPAC Administrator) and PEIMS data Clerk, Elizabeth Perez, when LPACs are completed.
Monitor LPACs	Complete eStar Screen # 7 Monitor LPAC Meetings include all failures: Bilingual/ESL, parent denials and monitored students.	Ensure that all content area teachers have entered instructional interventions for the student failing under the “ADD/SELECT INTERVENTIONS” tab within screen 7 of eStar. Notify Joseph Rodriguez, district LPAC administrator, to get an excel eStar report of all the interventions that have been entered for students failing the six weeks for your review. Review the information in the excel spreadsheet. Archive and close the meeting when the LPAC has reviewed all interventions that have been entered by the teaches.	Notify Joseph Rodriguez, (District LPAC Administrator)
Linguistic Accommodations	Complete eStar Screen 23 in eStar.	Ensure that teachers have entered linguistic accommodations at the BOY, MOY, and EOY during the specified windows in the LPAC 2020 – 2021 calendar. Also ensure that teachers have entered their names for the courses they are teaching. Notify Joseph Rodriguez, District LPAC administrator, to get an excel eStar report of all the linguistic accommodations that have been entered for students by the core area teachers. Review the accommodations entered by the teachers to determine if teachers are understanding the proficiency level descriptors (where the students are with TELPAS) and the linguistic accommodations that are appropriate to use at that proficiency level. Only one LPAC meeting will be needed for Linguistic Accommodations and that will be the EOY Linguistic accommodations meeting (Select Reason for Meeting: Monitoring of Students). Teacher signatures will be needed for this meeting (NOT TYPED NAMES). Close and archive the meeting when done.	Notify Joseph Rodriguez, (District LPAC Administrator)



LPAC (BOY) Administrator Checklist

<p>Special Exit Criteria</p>	<p>Complete the following screen in eStar: 10. Reason for Meeting : Set Criteria (BOY) and Review Criteria (EOY)</p>	<p>Prior to meeting train all members participating in LPAC procedures. Keep oaths and documentation in place. Notify special education personnel about the meeting and input needed about the EL/Sped student. Copy of eStar Special Exit Criteria for each student will need to be provided to the Special education department. Upload any ARD minutes if applicable. Remember to archive each individual student record in eStar. Close meeting by highlighting the completed option. Note: If the student did not meet special exit criteria at the EOY, new special exit criteria can be set for the next school year in the EOY LPAC.</p>	<p>Notify Joseph Rodriguez, (District LPAC Administrator).</p>
------------------------------	--	--	--