2019 – 2020
English Language Learner (EL) Student
LPAC Folder/eStar Records Audit Form

Student Name:	ID#:	Date of Birth:

√	**Form on Left Side Form of the LPAC Folder (Prior to 2015-2016) - On eStar (starting with the 2016-2017 school year)**
☐ YES ☐ NO	Home Language Survey (Copy of Original, first enrollment in Texas &/or country) **in folder** (prior to 2015-2016) and in **TEAMS** (starting with year 2016-2017)
☐ YES ☐ NO	If student enrolling from another Texas district, TREX Report or LPAC information indicating LEP status
☐YES ☐ NO ☐NA	Notification of Placement / Parent Permission Letter uploaded on **eStar**
	N/A bc student enrolling from another Texas district, TREX Report or copies of sending district's LPAC information indicate LEP status
☐ YES ☐ NO ☐NA	Transfer records from another district uploaded into the archive manager in **eStar**
☐YES ☐NO ☐NA	**eStar** LPAC Placement or Transfer LPAC (First 4 weeks) (eStar Screen # 11)
☐YES ☐ NO ☐ NA	Parent Denial
☐YES ☐ NO ☐ NA	eStar Program Change LPAC for those students changing program Bilingual to ESL
☐ YES ☐ NO ☐NA	Parent Notification of Exit Approval Letter uploaded in the archive manager of **eStar**
☐ YES ☐ NO ☐NA	**eStar** Grading Period Monitoring Forms (circle what is applicable) (eStar Screen # 7) 1st: Y N NA 2nd: Y N NA 3rd: Y N NA 4th: Y N NA 5th: Y N NA 6th: Y N NA
Only for served ELs	**eStar** EL Linguistic Accommodations (eStar Screen # 23) **BOY**: ☐ YES ☐ NO **MOY:** ☐ YES ☐ NO **EOY:** ☐ YES ☐ NO
☐ YES ☐ NO ☐NA	**eStar** Special Exit Criteria Form ☐ Set ☐Review
☐ YES ☐ NO ☐NA	**eStar** STAAR / EOC Participation Decisions Forms for All State Assessment Testing Grades
☐ YES ☐ NO ☐NA	☐English I Special Provisions Form (high school only), ☐SIFE ☐ Asylee or Refugee (Check all that apply) (eStar Screen # 8) (eStar Screen # 4)
☐ YES ☐ NO ☐NA	**eStar** EOY LPAC Annual Review (Screen 9)
☐ YES ☐ NO ☐NA	**eStar EOY LPAC Recommended Schedule 5th to 6th and 8th to 9th (Screen 22)**
☐YES ☐NO ☐NA	Student Educational History (**eStar** Screen # 5)
☐YES ☐NO ☐NA	Entry of Oral Language Proficiency Test Results in eStar (Screen 13)
☐YES ☐NO ☐NA	Entry of Reading and Writing from State Approved Test (Screen 13)
☐YES ☐NO ☐NA	English learner reclassification rubric (Screen 21)
√	**Right Side Form of the LPAC Folder (Hard Copy Documentation)**
☐ YES ☐ NO ☐NA	**Entry** Oral Language Proficiency Test (OLPT) English / Spanish ***or***
	N/A bc student enrolling from another Texas district, TREX Report or copies of sending district's LPAC information indicate LEP status
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☐YES ☐ NO ☐ NA	**EOY** OLPT data for students not having 2 consecutive years of TELPAS data (i.e.: PK,K, 1st year newcomers, or students who missed last year window for TELPAS)
☐ YES ☐ NO ☐NA	TELPAS Writing Samples (current 2 Years) ***or***
	N/A bc student enrolling from another Texas district and didn't receive samples
☐ YES ☐ NO ☐NA	TELPAS State Reports (all grade levels)