



English Language Learner (ELL)

Maintain in student's record folder.

Transfer Request Documentation Form

The following documents are needed to conduct the LPAC meeting and to determine English Language Learners (ELL)/Limited English Proficiency (LEP) eligibility or continuation of services. The LPAC has 20 school days to gather documentation, conduct LPAC meeting, place student, and receive parent permission. It is critical to receive information prior to the LPAC Meeting to make the best decision possible. NOTE: Number of attempts is not limited to three times. All attempts must be made with previous districts to receive required documents.

Student Name:	Enrollment Date:
----------------------	-------------------------

Transfer Request Document	Document attempts & gather information – Name of District staff, time, & date			
<input type="checkbox"/> Home language survey (HLS)	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> Additional
<input type="checkbox"/> Oral language proficiency test (OLPT)	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> Additional
<input type="checkbox"/> Norm Referenced test	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> Additional
<input type="checkbox"/> LPAC Initial Review	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> Additional
<input type="checkbox"/> LPAC	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> Additional
<input type="checkbox"/> Parent Permission	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> Additional
<input type="checkbox"/> Denial form	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> Additional
<input type="checkbox"/> Exit form	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> Additional
<input type="checkbox"/> Monitoring form	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> Additional

- **Home language survey (HLS)** – original or copy of the student's first HLS from when they first entered school.
- **Oral language proficiency test (OLPT)** – copy of the OLPT from when student started school. If student was in a bilingual program, request should be made for the English and Spanish test. Required for all grade levels.
- **Norm Referenced test** – the test is required for students who entered Texas at Grade 2 and above in addition to the OLPT.
- **LPAC Initial Review** – the initial review form will contain important information related to LPAC initial recommendations and eligibility as ELL/LEP. It may also have information related to the OLPT.
- **LPAC** – Most recent LPAC documentation prior to transfer.
- **Parent Permission** – the parent permission form provides permission for services in the Bilingual or ESL program.
- **Denial form** – the denial form denies services for the Bilingual or ESL program.
- **Exit form** – the exit information is important as ELL/LEP will no longer receive services if they have met exit criteria. If ELL/LEP is participating in Bilingual/ESL program they will not have exit information. Student will be monitored for 2 years after exit.
- **Monitoring** – the monitoring information is important as student has met exit criteria but must be monitored for 2 years. PEIMS would indicate F1 – First year (previously -M1) or F2 – Second year (previously -M2) If ELL/LEP is participating in Bilingual/ESL program they will not have monitoring information.
- **Assessment** – Current TELPAS and state assessment information.