*Maintain in student’s record folder.*

**English Learner Cumulative Folder Documentation Checklist**

**Independent School District / Charter School**

**Date of Birth:**

**Student Name:**

|  |  |  |
| --- | --- | --- |
| **Initial Documentation** | | |
| **√** | **Form** | **Date** |
|  | Home Language Survey |  |
|  | TEA-Approved Oral Language Proficiency Test (OLPT) English |  |
|  | TEA-Approved Oral Language Proficiency Test (OLPT) Spanish |  |
|  | TEA-Approved Norm-Referenced Standardized Achievement Instrument |  |
|  | LPAC Initial Placement/Recommendation |  |
|  | Notification of Placement |  |
|  | Parent Approval–Identification & Placement TEC 29.056 (same date as  program placement) |  |
|  | Parent Denial |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annual Documentation** | | | | | | | | |
| **Documentation** | **Date** | **Date** | **Date** | **Date** | **Date** | **Date** | **Date** | **Date** |
| TEA-Approved Oral Language Proficiency Test (OLPT) English |  |  |  |  |  |  |  |  |
| TEA-Approved Oral Language Proficiency Test (OLPT) Primary Language |  |  |  |  |  |  |  |  |
| TEA-Approved Norm-Referenced Standardized Achievement Instrument |  |  |  |  |  |  |  |  |
| State Assessment Results |  |  |  |  |  |  |  |  |
| TELPAS Individual Student Profile |  |  |  |  |  |  |  |  |
| Other (district policy) |  |  |  |  |  |  |  |  |
| Parent Notification and Approval of Reclassification |  |  |  |  |  |  |  |  |
| Parent Approval–Identification &  Placement |  |  |  |  |  |  |  |  |

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