



Hayward Unified School District

Principal's Assurances Checklist

School _____ Principal _____

By October 1

- ELAC: A school-wide informational meeting and election has been held. Candidate information and ballots were sent to ELL Parents.
DELAC: I have met with the chairperson to assure that required guidelines have been followed to elect a DELAC representative.
ELD INSTRUCTION: I have reviewed class lists and/or Master Schedules to assure all students are appropriately leveled and placed for daily ELD.

By October 6 (Year Round August 31)

- PROGRAM PLACEMENT NOTIFICATION: Initial forms (ELL Form 12) were prepared by SIAC and distributed to parents of ELLs. Copy is placed in the green folder.
PARENTAL EXCEPTION WAIVERS: I explained the parental exception waiver process to parents and they received an orientation to the district's program options for ELLs.
BILINGUAL ALTERNATIVE PROGRAMS: I have reviewed the 80/20 or 50/50 bilingual schedules for my K-6 classrooms to ensure appropriate time allocations as outlined in the HUSD Master Plan for English Language Learners.

By October 30

- CUM FOLDERS/ GREEN FOLDER: The ELL specialist/designee and I met with the office staff on (Date : _____) to review the procedures relating to the Home Language Survey, scheduling CELDT and primary language testing at the SIAC, ELL green folders, Parental Exception Waiver Process and Program Placement Notification.
ADEPT ASSESSMENTS: All elementary ELL students have taken the ADEPT or Express Placement Test to ensure appropriate ELD instruction at the appropriate proficiency levels.
LANGUAGE REVIEW TEAM: I have formed the Language Review Team for this school year. In addition to the ELL specialist/ designee and I, the following staff members will serve: (names /titles).
EVALUATION AND ACCOUNTABILITY: I have conducted a self review of ELL Programs at my site by completing the following checklists: ELL Program Implementation (ELL Form 63) and ELD Program (ELL Form 64).
MONITORING OF ELL STUDENTS: The ELL specialist/designee and I have reviewed the list of ELL students and identified those students who are making adequate progress and those needing to participate in ELD intervention programs/Catch-Up Plans.

Principal's Signature _____ Date _____ ELL Director's Signature _____ Date _____
(Sign, retain original and send copy to ELL Director)



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By November 30

- MONITORING OF ELL STUDENTS:** The ELL specialist/ designee and I have completed the ELL Monitoring forms and submitted the roster to the ELL Department.
- R-FEP MONITORING:** The ELL specialist/ designee and I have completed the Reclassification Follow-Up forms and submitted the roster to the ELL Department.
- SITE DOCUMENT REVIEWS:** First site document review completed by ELL Department and Site Staff.

By February 16

- ADEPT ASSESSMENTS:** The ADEPT has been administered to all K-6 ELL students in order to monitor progress and regroup students for ELD instruction as necessary. ADEPT results have been entered into OARS.
- RECLASSIFICATION (2nd Round):** The ELL specialist/ designee and teachers have coordinated the reclassification process. Preliminary data will be submitted; the final data will be forwarded to the Student Information and Assessment Center on or before March 1st for inclusion in this year's R30 Language Census.
- CREDENTIAL TRAINING STATUS:** Forms have been completed by those teachers who are in training to receive appropriate authorization and turned in to Human Resources.
- ELAC:** All agendas, minutes, and handouts to date have been sent to the ELL Department Program Specialists with the ELAC Documentation Affidavit attached.
- INITIAL/ANNUAL CELDT NOTIFICATIONS:** Notifications of current CELDT scores were given/mailed to parents. Copies were placed in the ELL Green Folder.
- PARENTAL EXCEPTION WAIVERS:** Monthly bilingual waiver roster indicating the number of Parental Exception Waivers accepted and denied was submitted to the ELL Department. (ELL Form 57a).

Principal's Signature _____ Date _____ ELL Director's Signature _____ Date _____
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By March 15

- CUM FOLDERS/ GREEN FOLDER:** The Student Information and Assessment Center (SIAC) will change codes from ELL to RFEP for all reclassified students by March 15th. The ELL specialist/ designee will file all the RFEPs' paper work in the ELL green folders by March 15th.
- ELAC:** Send in your Needs Assessment Survey Results (ELL Parent Surveys) to ELL Department.
- SITE DOCUMENT REVIEWS:** Completion of second site document review by ELL Department and Site Staff.

By April 15

- MONITORING OF ELL STUDENTS:** The ELL specialist/designee and I have reviewed the list of ELL students and identified those students who are making adequate progress and those needing to participate in ELD intervention programs/Catch-Up Plans. The ELL Monitoring Forms have been distributed. The ELL specialist/ designee will collect all the forms and schedule any at risk students for the LRT so that appropriate interventions can be discussed and prescribed.
- MONITORING OF RECLASSIFIED STUDENTS:** The ELL specialist/ designee and I have reviewed the list of RFEPs who will be monitored this spring. The Reclassification Follow-Up Form has been distributed. The ELL specialist/ designee will collect all the forms and schedule any at risk students for the LRT so that appropriate interventions can be discussed and prescribed.

By June 11

- ELAC:** All training topics have been covered; agenda, minutes, and sign-in sheets have been turned into the ELL Department.
- ELAC:** We have calendared the dates for the ELAC meetings that will take place next year. The dates are: _____
- DELAC:** Representatives have covered all 7 topics outlined by DELAC requirements
- MONITORING OF ELLs and RECLASSIFIED STUDENTS:** The Language Review Team has determined the appropriate summer interventions and the interventions for the following school year for ELLs and RFEPs who are not meeting program benchmarks. Tentative classroom rosters have been created for the following academic school year. Parents have been informed and have participated in the planning.
- MONITORING OF ELL STUDENTS:** The ELL specialist/ designee and I have completed the ELL Monitoring Forms and submitted rosters to the ELL Department.
- R-FEP MONITORING:** The ELL specialist/ designee and I have completed the Reclassification Follow-Up Forms and submitted rosters to the ELL Department.
- CUM FOLDERS/ GREEN FOLDER:** Codes have been changed from ELL to RFEP for all students reclassified this year (including any reclassified since 3/1). The ELL Specialist has filed all paperwork in the green folders and determined that all paperwork is complete and dated correctly.
- PARENTAL EXCEPTION WAIVERS:** The bilingual waiver roster indicating the number of Parental Exception Waivers accepted and denied during this school year was submitted to the ELL Department. (ELL Form 57a).

Principal's Signature _____ Date _____ ELL Director's Signature _____ Date _____
 (Sign, retain original and send copy to ELL Director)