

ALS Documentation Descriptions

Black: Upon placement

Red: Annually at start of new school year

Blue: During school year

Green: End-of-Year

	Form	Completed by	Purpose	When
IDENTIFICATION	Alternative Language Classification Form (ALCF)	Parent	If student registration information identifies Primary Home Language Other Than English (PHLOTE), parents are automatically asked to complete the ALCF form. Data on the ALCF indicates whether a student needs to be screened to determine eligibility for ESL services.	Registration From receipt of ALCF, determination of eligibility is required within:
	WIDA Model Score Report	Dawn Moon	Report of WIDA-Model screener language proficiency results. Levels 1.0 – 4.9: Copy will be sent with ALS Folder Levels 5.0+: Copy for cumulative record will be sent to school.	<ul style="list-style-type: none"> • 30 days of the beginning of the school year • 14 days after start of school year
	Initial Placement Form	Dawn Moon	Documentation of initial language proficiency level and required ESL services.	<ul style="list-style-type: none"> • Upon receipt of ALS folder • As student info updated
	File Audit Form	ALS Facilitator ALS Assistant	A list of required documentation to be in ALS folder. Begin completing form when ALS folder received and update annually.	
WIDA LEVELS 1.0 – 4.9 ELIGIBLE FOR DIRECT SERVICES	Parent Notification of Direct ESL Services <i>Copied on school letterhead.</i>	ALS Facilitator or Assistant <ul style="list-style-type: none">• after start of school year *Sent by SA&A in the summer with WIDA Score Reports	Notification of a child’s eligibility for ALS Services, programs to be provided and exiting criteria. Must be sent in language the parent understands.	<ul style="list-style-type: none"> • Upon identification w/ screener • Upon receipt of WIDA-ACCESS results
	Parent Request for Refusal of ESL Services	Parent	Official notification of parent refusal of services. <i>Parents must complete for each new school year and initiate all requests. A student will continue to be assessed by WIDA ACCESS 2.0 on English Language proficiency until he/she reaches a Level 5.0 Fluent.</i>	Annually
	Individual Language Development Plan (ILDLP)	ALS Facilitator Teacher Administrator Review/Approval Optional: IPLC or multidisciplinary team	An ILDP is an instructional plan for academic English literacy development based on an individual student’s needs. Required for EL students when: 1. In schools with fewer than 10 identified Emergent Bilinguals 2. In schools using the Sheltered Instruction Model as defined by the CSD Alternative Language Services Plan. 3. A Special Education student on an IEP for which the least restrictive environment is outside the mainstream classroom 4. Parent refuses direct services	<ul style="list-style-type: none"> • Prior to 1st Conference Reviewed: <ul style="list-style-type: none"> • Prior to 2nd conference • End-of-Year

	Form	Completed by	Purpose	When
WIDA LEVELS 5.0+ MONITORING / POST-MONITORING Status	Parent Notification of Exit from ALS Program – MONITORING Status <i>*Copied on school letterhead.</i>	Sent by SA&A in the summer with WIDA Score Reports	Notification that a child has tested a level 5.0 or higher on the WIDA ACCESS test and will exit direct ALS Services into Monitoring Status for two years. Must be sent in language the parent understands.	Upon receipt of WIDA-ACCESS results
	ALS Monitoring and Change of Services Form	<ul style="list-style-type: none"> • ALS Facilitator* • Teacher • Administrator Review/Approval 	Record of student academic achievement data for two years after reaching a proficiency level of 5.0 or higher. Student Advocacy consult REQUIRED for recommendations to return a student to direct services. *Licensed ALS Facilitators	<ul style="list-style-type: none"> • End of Monitor Year 1 • End of Monitor Year 2
	Exiting Monitoring Status – Closing ALS Record	<ul style="list-style-type: none"> • ALS Facilitator* • Teacher • Administrator Review/Approval 	Documentation that a student has successfully completed monitoring and will be exited from the ALS program completely. A copy should be kept in the cumulative record. *Licensed ALS Facilitators	End of successful Year 2 Monitoring
	Parent Notification of Exit from ALS Program – Closing ALS Record	ALS Facilitator Administrator Review/Approval	Parent Notification that a student has successfully completed monitoring and will be exited from the ALS program completely.	
MISC	Written Translation Request	School Personnel	Official request for written Translation. Allow up to 14 business days for completed requests.	Anytime
	Translator Request	School Personnel	Official request for translation. Requests should be submitted using the Google Doc at least 7 days prior to requested date.	