

Mt. Diablo Unified School District  
English Learner and Dual Language Programs

**High School Principal's  
Assurances Checklist #1**

**Principal:** \_\_\_\_\_ **School Site:** \_\_\_\_\_

**VP for ELs:** \_\_\_\_\_ **EL Support Teacher:** \_\_\_\_\_

**Due by October 28, 2022**

- EL Support Teacher:** My site EL Support teacher/Amy Fritz and I have set up a schedule of regular meetings to ensure ongoing communication regarding the progress of our English Learners.
- ELD/ALD Site Teachers:** I have ensured that all teachers who are teaching ELD/ALD sections, as well as SDAIE sections, are familiar with the required curriculum for their courses, and have access to the materials necessary for their courses (e.g. student textbooks, student practice books, teacher editions, supplemental materials).
- ELD/ALD Master Schedule:** I have ensured that there are sufficient ELD/ALD and SDAIE sections to meet the needs of our ELs.
- ELD/ALD Placement:** I have ensured that **all** English Learners are enrolled in the appropriate ELD or ALD courses, including SDAIE sections of content area classes.
- EL Instruction:** I have ensured that all teachers at my site have received a list of the ELs in their classes and any relevant information regarding ELPAC scores/other data to aid instruction.
- EL Support:** I have ensured that all teachers at my site have received contact information regarding EL ToSAs who are available to support them confidentially in their instructional efforts with ELs in the classroom. I have expressed to my teachers the importance of attending district professional development when offered.
- Reclassification: R-FEP Monitoring:** I realize that after 1<sup>st</sup> quarter, I will receive the list of RFEP students who will be monitored this year under the four-year monitoring window. My staff will plan to meet to determine necessary interventions for RFEP who are not meeting academic expectations. Interventions will be recorded on the RFEP Monitoring form.
- Catch-Up Plans:** I realize that after 1<sup>st</sup> quarter, my staff will begin working on monitoring the ELs at our site to ensure that students needing intervention will receive it. All LTELs will be monitored for progress through this process. We will receive planning documents from the Assessment Center.
- ELRT:** Our English Learner Review Team has been established and a meeting schedule for the year has been created and communicated to those involved. There should be a minimum of 3 meetings scheduled for Oct./Nov., Jan, and Mar./Apr. **\*\*Please attach meeting dates. If you have already held an ELRT, please attach agenda and minutes.**

- ☐ **EL Transcript Audit:** I have ensured that we have begun a transcript audit of all ELs (beginning with 12<sup>th</sup> graders) to guarantee that our ELs have been awarded the correct number of English credits and are on track with credits for graduation and/or college. In addition, a plan is in place for students who may participate in alternate education programs or who qualify for AB2121.
- ☐ **ELPAC:** The summative assessment will begin in February 2023.
- ☐ **ELAC:** My site has an ELAC, and it has designated a representative to the DELAC. These are my ELAC Dates: \_\_\_\_\_, \_\_\_\_\_. My ELAC will cover the 4 mandatory topics. I have sent the list of my ELAC officers to Pati Coronado at Willow Creek.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EL Vice Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EL Support Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applies)

**Please pony original to Jocelyn Tibayan/Amy Fritz at Willow Creek**

**OR**

**Please scan and email to Jocelyn Tibayan/Amy Fritz at [tibayanj@mdusd.org](mailto:tibayanj@mdusd.org)/  
[fritza@mdusd.org](mailto:fritza@mdusd.org)**

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