END OF YEAR LPAC GUIDANCE

**Reclassification as English Proficient, Program Exit, and
Parental Notification of Progress**

TEA
Texas Education Agency

SPRING

☐ **Utilize** the Emergent Bilingual/English Learner Reclassification Criteria Chart to determine appropriate reclassification criteria per grade level.

☐ **Conduct** Language Proficiency Assessment Committee (LPAC) End of Year (EOY) Review of all emergent bilingual (EB) students, including served EB students, EB students with parental denial, and students in their first two years of monitoring after reclassification. **The LPAC may**
   o Use alternative meeting methods, which may include phone or video conferencing and
   o Use of electronic signatures that adhere with local education agency (LEA) policy while maintaining confidentiality.

☐ **Ensure** coordination between the LPAC and the Annual Review and Dismissal (ARD) Committee for emergent bilingual students who are also served through special education.

☐ If all necessary assessment results have been received for LPAC's decision for reclassification, **send** Parent Notification on Student Progress to parents of:
   • EB students reclassifying and exiting program services (or EB students reclassifying with parental denial of services),
   • EB students reclassifying and continuing dual language immersion (DLI) program services,
   • students moving from Monitoring Year 1 (F) after reclassification to Year 2 (S), or
   • students completing Year 2 of monitoring.

☐ **Send** Parent Notification of Reclassification and Approval of Program Exit, if reclassification is NOT pending any assessment results, to parents of EB students who are:
   • reclassifying and exiting program services,
   • reclassifying and continuing DLI program services, or

☐ **Prepare** *Parent Notification on Student Progress* and *Parent Notification of Reclassification and Approval of Program Exit* forms for EB students who are reclassifying **pending any assessment results.** See below in Summer for instructions for a member of the LPAC to complete this process.

☐ **Send** TELPAS reports (if available) to all parents of emergent bilingual students, including EB students with parental denial. Report dates can be found on the Student Assessment Testing Calendar.

SUMMER

☐ For emergent bilingual (EB) students reclassifying pending any assessment results, when necessary, results are received during the summer, a member of the LPAC follows through with the LPAC reclassification decision made at the EOY as follows:
   • If assessment results confirm the LPAC decision for reclassification, the LPAC representative **sends** the *Parent Notification on Student Progress* and *Parent Notification of Reclassification and Approval of Program Exit* forms that were prepared at EOY.
   • If assessment results do not confirm the LPAC decision for reclassification, the LPAC representative **does not send** parent forms prepared at EOY; the parents of these students will receive a *Parent Notification on Student Progress* form at the beginning of the year (BOY) for continuation of EB student identification and participation in program services, as applicable.

☐ **Prepare** PEIMS code changes for EB students who are reclassifying as follows:
   • Reclassification: EB/EL Indicator Code changes from EB/EL (1) to Monitor Year 1 (F); the EB/EL Indicator code change is effective on the first day of the **current** school year.
   • Exit: Removal of Parental Permission Code and Bilingual, ESL, or Alternative Language Program Code
      o If parental approval of exit is received on or before the first day of the **current** school year, the exit is effective on the first day of school.
      o If parental approval of exit has not yet been received on or before the first day of the **current** school year, the exit is effective on the date of parental approval of exit.

- o If the student is continuing program participation after reclassification, Parental Permission Code indicates program continuation (G) and the appropriate program code (Bilingual, ESL, or Alternative Language) is indicated. Based on the goals of the program, the LPAC would only recommend program continuation after reclassification for dual language immersion one-way or two-way program models (Bilingual Program Type Code 4 or 5).

FALL

☐ **Ensure** parental approval of exit is obtained promptly. Students must remain in their bilingual or English as a second language (ESL) program until parental approval of exit has been obtained, even though they have been reclassified as English Proficient. Parental approval of program exit can be obtained in writing, through a documented phone conversation, or by e-mail that is documented in writing and retained. Phone or email source must be verified.

☐ Within the first 30 calendar days of the **current** school year, **send** *Parent Notification on Student Progress* form to parents of:
- Emergent bilingual students continuing bilingual or ESL program services and
- Emergent bilingual students with a parental denial.

Note: Within this communication, it is important to provide explanation for a program change when the student has participated in a bilingual program in elementary grades and will be participating in a secondary ESL program if the bilingual program has not extended into secondary. Additionally, the Program Code in PEIMS will be adjusted accordingly with a start date of the first day of the current school year.

☐ **Communicate** to teachers the status of EB students continuing in program services, continuing as identified EB students with a parental denial of services, and those who are entering year 1 of monitoring after reclassification. Additionally, communicate most current language proficiency levels of each student as well as the documented linguistic supports used by previous teachers.

RESOURCES

- Emergent Bilingual/English Learner Reclassification Criteria Chart
- TSDS PEIMS Code Guide for Bilingual and ESL Program Association
- Texas Education Data Standards (TSDS Web-Enabled Data Standards)
- Student Assessment Testing Calendar
- LPAC Resources: Review and Reclassification / Parent Permission Forms