



English Learner Advisory Committee (ELAC)

Quick Reference Guide for Parents and Community

What is ELAC?

The **English Learner Advisory Committee (ELAC)** is a school-level committee required by California law for schools with **21 or more English Learner (EL) students**. It advises the school's administration and School Site Council (SSC) on programs and services for English Learners (ELs), ensuring their needs are met.

ELAC Responsibilities

1. **Advise the School Site Council (SSC) and Principal**
 - On the development and implementation of the school's **Single Plan for Student Achievement (SPSA)**, especially as it relates to English Learners.
2. **Review the English Learner Program**
 - Evaluate the school's **English Language Development (ELD)** programs and academic progress of ELs.
3. **Advise on Parent Notifications**
 - Help review materials and methods to inform parents about:
 - EL identification and placement
 - EL student progress
 - Reclassification criteria
 - Program options for English learners
4. **Assistance with School Budget Development**
 - Ensure that the school's budget includes appropriate resources to support EL programs, including funding through Title III or other resources.
5. **Provide Input on Assessments**
 - Offer advice on the **annual language census** (R-30 Report) and other assessments used to evaluate EL students.
6. **Foster Parent Involvement**
 - Encourage EL parents to actively participate in the school's decision-making processes.
 - Help identify ways to improve communication and engagement between parents and the school.

ELAC Composition and Requirements

1. **Who Should be on ELAC?**
 - **Parents of EL students** must make up at least the same percentage of the committee as English Learners represent in the student body.
 - The committee can also include teachers, school staff, and other community members, but parents of ELs must have majority representation.
2. **Election and Training**

- Members are **elected** by parents of English Learners.
 - Schools are required to provide **training** to ELAC members to understand their role and responsibilities.
3. **Meeting Frequency and Accessibility**
- ELAC must meet **regularly** (determined by the committee and school).
 - Meetings should be **accessible** to all parents, with materials and discussions translated into the appropriate languages to ensure full participation.

Required Tasks

- **Develop a Needs Assessment:** Annually, ELAC must assist in developing a school-wide needs assessment.
- **Advise on Title I & Title III Funds:** Offer recommendations on how to utilize federal funding to support English learners.

Relation to Other Committees

- **School Site Council (SSC):** ELAC often advises the SSC on matters pertaining to English learners.
- **District English Learner Advisory Committee (DELAC):** ELAC elects representatives to participate in DELAC meetings at the district level.

Documentation

- **Meeting Minutes:** ELAC must maintain meeting minutes and agendas to document discussions and decisions.
- **Advice and Recommendations:** ELAC submits written advice and recommendations to the School Site Council and the school's administration.

Note: ELAC plays a crucial role in ensuring English Learners receive equitable education opportunities by supporting parents, teachers, and staff to improve communication, programming, and services for EL students.