

West Contra Costa Unified School District

Educational Services ~ English Learner Services ~ RAP Center

TO: Secondary Principal or EL designee: Student _____ ID# _____ School _____ Date _____

SUBJECT: EL/FEP initial enrollment procedures and process check list for “Purple EL/FEP Folder” after student is assessed

When testing is completed, either at the school or in the RAP Center, a Purple EL/FEP Folder is sent to the school, either with the parent or through school mail. This folder is filed in the cumulative records file (CUM) and indicates either EL or FEP status. Subsequent documents concerning EL/FEP status are filed in the folder throughout the student’s education. An asterisk (*) indicates items that are not required for I-FEP students. Items 5 and 6 require additional action by school. Documents and process are explained in the EL Services (ELS) Procedures Manual.

More detailed information is on the back of this page.

DOCUMENTS and ACTIVITIES for the Purple EL/FEP Folder School completes check list and places it in the Purple EL/FEP Folder.	DATE OF ACTION IN RAP CENTER	DATE OF ACTION AT SCHOOL
	<i>(Indicate which methods of info were used to inform parent in addition to date.) #1 only</i>	
*1) Provide parents/guardians with EL programs descriptions and options , including benefits of programs and opportunity to complete Parental Exception Waiver. The description of programs may be done with the “Welcome to WCCUSD” DVD, program brochures, and/or an explanation from a certificated staff member.		
*2) Explain and offer the Parental Exception Waiver to parent/guardian.		
3) Send the completed EL/FEP Parent Notification Letter , signed by an administrator, to the parent/guardian. Place the copy (stamped “copy”) with the administrative signature in the Purple EL/FEP Folder. The EL Instructional Programs description is on the back. Both sides have a version in English and in Spanish.		
4) Distribute the pink copy of Initial Pupil Profile (IPP) to the teacher (or counselor/designee). Keep the yellow copy in the Purple EL/FEP Folder.		
5) Place the EL or FEP sticker (attached to the yellow IPP) on the front of the CUM .		
6) Place original Home Language Survey (HLS) with all items completed in the Purple EL/FEP Folder.		
*7) ELD Placement Exam writing sample with scores remains in the Purple EL/FEP Folder.		

Processed (and signed) by _____ at the RAP Center **AND** by _____ at the school.

FILE THE PURPLE EL/FEP FOLDER AND ALL OTHER APPLICABLE DOCUMENTS IN THE STUDENT’S CUM.

ACTIVITIES FROM OTHER SIDE DESCRIBED IN MORE DETAIL. (Consult the EL Services Procedures Manual.)

***1) Provision of instructional program information to parent/guardian:**

A “Welcome to WCCUSD” DVD viewing should be available to families at the school (or RAP Center). Every school has at least one DVD in English and in Spanish, entitled, “Welcome to WCCUSD” and featuring staff and families giving parents/students an orientation to the district and EL programs, and includes the need for parent involvement. Brochures in English and Spanish that explain the EL programs are provided in the EL Services (ELSS) Procedures Manual. A certificated school staff member can explain the programs and benefits to parents/guardians.

***2) Parental Exception Waiver explained and offered to parent/guardian:**

The parent/guardian of **every EL student**, regardless of primary language, must be given the option of requesting a bilingual program (Alternative Primary Language [APL]) even if the school of enrollment does not have a bilingual program. The blank form is in the Purple EL/FEP Folder if it hasn't been offered to the parent already in the RAP Center. (It can also be found in the ELS Procedures Manual.)

3) EL/FEP Parent Notification Letter:

If testing occurred at the school, the principal or administrative EL designee must sign and date the letter, send it to the parent, and place a copy in the Purple EL/FEP Folder. **The EL Instructional Programs Description page** for families is on the back of the Parent Notification Letter. The number #1 or 2 is circled initially, and if/when the student is placed in an APL or a DLI program, it is changed accordingly at the school.

4) The pink copy of Initial Pupil Profile (IPP) is provided to the counselor or EL designee. Keep the yellow copy in the Purple EL/FEP Folder:

The counselor's or designee's pink copy of the IPP is paper-clipped to the outside of the folder. This copy ensures that the counselor/teacher has the information on the student's English and primary language proficiency as soon as possible. Counselors are encouraged to distribute a copy to the appropriate teacher(s).

5) (EL or FEP sticker: See reverse side.)

6) Home Language Survey:

Please, double check to make sure that **all items are completed and written legibly.**

***7) ELD Placement Exam writing sample with scores:** This is placed in the Purple EL/FEP Folder by RAP Center staff.

FILE THE PURPLE EL/FEP FOLDER AND ALL OTHER APPLICABLE DOCUMENTS IN THE STUDENT'S CUM.