

R-1: How to Complete the R-1 Quarterly Site ELD Report

The R-1 form documents how designated English Language Development is provided to English Learners at each school site. The form must include every teacher providing daily designated ELD instruction. R-1 Site ELD report is completed once during each quarter.

Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-1 form.

1. Open the email.
2. Click the link provided in the message.
3. Follow the Informed K12 prompts to begin the form.
4. Confirm that you are completing the R-1 Quarterly Site ELD Report for the correct reporting period

Step 2: Enter the School Site Information

1. At the top of the form, enter:
 - School site name
 - Date the form is being completed
 - Confirm that you are using the correct quarterly form and due date.

Step 3: Enter the Grade Level

1. In the "Grade(s)" column, enter the grade level or grade levels taught by the teacher.
2. Complete a separate row for each teacher or ELD instructional group.

Step 4: Enter the Teacher's Name

1. In the "Teacher Name" column, enter the teacher's full name.
2. The teacher providing designated ELD must hold an appropriate authorization, such as: (CLAD, BCLAD, SB 1969, SB 395 or Another applicable English Learner authorization)
 - Verify the teacher's authorization before submitting the form.

Step 5: Enter the Number of Students

1. In the "# of Students" column, enter the number of English Learners who receive designated ELD from that teacher during the listed instructional time.
2. Enter the number of students in the designated ELD group, not the teacher's total class enrollment.

Step 6: Enter the ELPAC Levels Taught Daily

1. In the "ELPAC Levels Taught Daily" column, enter the proficiency level or levels represented in the teacher's designated ELD group.
2. Include all levels taught within that group. Use the abbreviations provided on the form: EM/EX/EB/B

Step 7: Enter the Exact Daily ELD Time

1. In the "Exact Time Taught Daily" column, enter the beginning and ending time for designated ELD instruction. The form requires a minimum of 30 minutes each day. Example: 1:30–2:00 PM

Step 8: Add Comments When Needed

Use the "Comments" column to explain any information that may need clarification.

Comments may include:

- Different ELD times on specific days
- Combination-grade groupings
- Students receiving ELD from another authorized teacher
- Recent staffing or schedule changes
- Other circumstances affecting designated ELD instruction

Step 9: Review the Form for Accuracy

Before submitting, confirm that:

- Every teacher providing designated ELD is listed.
- Each teacher holds the appropriate authorization.
- The student count is accurate.
- The ELPAC levels are included.
- An exact daily time is listed.
- The ELD block is at least 30 minutes.
- Comments are included when clarification is needed.
- No applicable teachers or groups have been omitted.

Use the second page when additional rows are needed.

Step 10: Complete the Informed K12 Routing Process

After reviewing the form:

1. The form is routed to the Learning Director for review.
2. The Learning Director reviews the information for accuracy and completeness.
3. The form is routed to the principal for signature.
4. The form is then routed to the State and Federal Programs representative for final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The signature section appears at the bottom of page 2 of the R-1 form. The initiator of the form will be notified once the form has been marked as complete.

R-2: How to Complete the R-2 Parent Education and Participation Report

The R-2 Parent Education and Participation Report documents your site's parent engagement activities throughout the school year. This form is completed in **two phases**:

- Part 1: Planned Events (completed at the beginning of the school year)
 - Part 2: End-of-Year Attendance Data (completed at the end of the school year)
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Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-2 form.

1. Open the email.
2. Click the Informed K12 link.
3. Follow the prompts to begin the form.
4. Confirm you are completing the R-2 Parent Education and Participation Report.

Step 2: Enter the School Site Information

At the top of the form, enter:

1. School site name
2. Name of the person preparing the form

Step 3: **Part 1 – Planned Events**

The first section of the form is used to document your planned parent engagement activities for the school year. For each event, enter:

1. Event name, Date, Time
 - a. The form already includes spaces for: SSC Meeting 1–5, ELAC Meeting 1–5, Back to School Night, Open House.
2. List additional parent engagement activities planned for the year.

Step 4: Continue Informed K12 Routing Process for Part 1

The form is routed to the Learning Director and the State and Federal Programs representative for review. After the review is complete, the form is returned to the initiator. The initiator will complete Part 2 at the end of the school year.

Part 2: End-of-Year Attendance Data: Complete Part 2 after each event has occurred and finalize the form at the end of the school year.

Step 5: Enter Parent Attendance

For each event listed in Part 1, enter the total number of parents who attended. Use your event sign-in sheets to verify attendance.

- Review each attendance total against the sign-in sheets.
- Confirm all events have attendance recorded.

Step 6: Complete the Comments Section

Use the Comments column to document important information about each event. The comments should provide enough information to demonstrate the purpose or outcome of the event.

Examples:

- Meeting conducted in English and Spanish.
- Childcare was provided.
- Interpreters were available.
- ELPAC results were shared.
- Reclassification requirements were reviewed.
- Parents participated in classroom activities.

Step 7: Complete the Informed K12 Routing Process

After reviewing the completed form:

1. The individual verifying the attendance data completes their section.
2. The Learning Director reviews the information for accuracy and completeness.
3. The Principal signs the form.
4. The State and Federal Programs representative completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete.

Important Reminder

Sign-in sheets serve as evidence of parent participation and should be retained at the school site for compliance monitoring. The R-2 form specifically reminds sites to keep sign-in sheets for every event.

R-3: How to Complete the R-3 Parent Notification and Decisions – LEP Student Services

The R-3 Parent Notification and Decisions form verifies that parents of English Learner (EL) students have been informed of their child's English language proficiency results, program placement, and available instructional program options. It also documents the process your site uses to communicate these decisions to families.

Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-3 form.

1. Open the email.
2. Click the Informed K12 link.
3. Follow the prompts to begin the form.
4. Confirm you are completing the R-3 Parent Notification and Decisions form.

Step 2: Enter the School Site Information

1. At the top of the form, enter:
 - School site name
 - Date the form is being completed

Step 3: Verify Parent Notification of Assessment Results

The first statement on the form confirms that:

1. Parents and guardians of English Learner (EL) students and Fluent English Proficient (FEP) students have been notified in writing of:
 - Their child's English language proficiency assessment results
 - Their child's English Learner program placement
2. Review this statement carefully. If your site follows this process, check the verification box provided.

Step 4: Describe Your Parent Notification Procedures

In the "Description of notification procedures" section, describe how your school communicates this information to families.

Your description should explain:

- When parents receive notification
- How parents receive notification (mail, enrollment packet, ParentSquare, registration meeting, etc.)
- Who provides the notification
- That notifications are provided in a language parents can understand whenever possible

Step 5: Verify Information About Program Options

The second verification statement confirms that parents who are considering an alternative to a Structured English Immersion (SEI) classroom are informed that:

- Merced City School District's current alternative program is the Dual Language Immersion (DLI) Program.
- The DLI program is currently offered only in Kindergarten and 1st grade at Stowell Elementary.
- Parents receive an explanation of the program and placement requirements.

If this information is communicated to families, check the verification box provided.

Step 6: Describe How Program Placement Decisions Are Made

In the final narrative section, explain how parents are informed of program placement decisions and how those decisions are documented.

Your description should include:

- How placement options are reviewed with families
- How parents ask questions about available programs
- How final placement decisions are recorded
- Where documentation is maintained

Step 7: Review the Form

Before submitting the form, verify that:

- School site and date have been entered.
- Both verification boxes have been checked.
- The description of notification procedures is complete.
- The description of program placement procedures is complete.
- All information accurately reflects your site's practices.

Step 8: Complete the Informed K12 Routing Process

After reviewing the completed form:

1. Enter the name of the person who prepared the form.
2. Submit the form to the Learning Director for review.
3. The Learning Director reviews the form for accuracy and completeness.
4. The Principal signs the form.
5. The State and Federal Programs representative completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete.

R-4: How to Complete the R-4 Initial English Proficiency Assessment

The R-4 Initial English Proficiency Assessment form verifies that all newly enrolled students have been appropriately identified as English Learners (EL) or Fluent English Proficient (FEP) through the Initial English Proficiency Assessment process. The form also documents your site's EL/FEP enrollment counts by grade level and confirms that a review of student records has been conducted.

Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-4 form.

1. Open the email.
2. Click the Informed K12 link.
3. Follow the prompts to begin the form.
4. Confirm you are completing the R-4 Initial English Proficiency Assessment.

Step 2: Enter the School Site Information

1. At the top of the form, enter:
 - School site name
 - Date the form is being completed

Step 3: Complete the EL/FEP Count Table

The EL/FEP Count table should reflect your site's student population as of the sixth week of school.

1. Run Query: LIST STU LAC STU.NM STU.GR STU.ID STU.HL STU.LF LAC.USS LAC.ITD IF STU.LF = L OR STU.LF = I
2. Enter the number of students by grade level for each category.
3. Finally, complete the summary rows:
 - Total EL
 - Total FEP

Step 4: Complete the Documentation Review

The form asks: "Has a random review of documentation and findings been conducted?"

As part of this review:

- Randomly select 10 English Learner Data Profiles.
- Verify that each student file contains all required Initial Identification documentation.
- Confirm that the Home Language Survey and Initial English Language Proficiency Assessment documentation are complete.

- Ensure students have been properly identified and placed according to district procedures.

Document that this review has been completed before submitting the form.

Step 5: Describe the Identification Process

1. In the narrative section, explain how students are classified as English Learners (EL) or Fluent English Proficient (FEP).

Your description should include:

- Completion of the Home Language Survey during enrollment.
- Administration of the Initial English Language Proficiency Assessment when required.
- Review of assessment results.
- Assignment of the student's English language classification.
- Entry of the student's classification into Aeries and CALPADS.
- Placement into the appropriate instructional program.

Step 6: Review the Form

1. Before submitting the form, verify that:
 - School site and date have been entered.
 - EL/FEP counts are accurate.
 - Totals have been calculated correctly.
 - The random review of 10 student files has been completed.
 - The narrative accurately describes your site's identification process.

Step 7: Complete the Informed K12 Routing Process

- After reviewing the completed form:
- Enter the name of the person who prepared the form.
- Submit the form to the Learning Director for review.
- The Learning Director reviews the form for accuracy and completeness.
- The Principal signs the form.
- The State and Federal Programs representative completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete.

R-5: How to Complete the R-5 Primary Language Support Form

The R-5 Primary Language Support Form documents how primary language support is provided to English Learner (EL) students. The form identifies which students are receiving primary language support, who is providing the support (teacher and/or instructional aide), and any additional information regarding the support provided.

Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-5 form.

1. Open the email.
2. Click the Informed K12 link.
3. Follow the prompts to begin the form.
4. Confirm you are completing the R-5 Primary Language Support Form.

Step 2: Enter the School Site Information

1. At the top of the form, enter:
 - School site name
 - Date the form is being completed

Step 3: List Students Receiving Primary Language Support

1. Run Query: LIST STU TCH STU.NM STU.GR STU.U9 TCH.TE STU.LF IF STU.LF = L
2. Complete one row for each English Learner receiving primary language support.
 - a. For each student, enter: (Ensure the information matches current student records.)
 - Student name
 - Grade level
 - Current ELPAC level (EM - Emerging; EX - Expanding; EB - Expanding/Bridging; B - Bridging)
 - Classroom teacher

Step 4: Indicate Teacher-Provided Primary Language Support

1. In the "L1 Support by Teacher" column, indicate whether the classroom teacher provides primary language support. Place an "X" in the column if the teacher provides the support. If the teacher does not provide primary language support, leave this column blank.

Primary language support may include:

- Clarifying directions in the student's primary language
- Previewing or reviewing academic vocabulary
- Checking for understanding

- Providing instructional scaffolds in the student's primary language

Step 5: Indicate Instructional Aide Support

1. In the "L1 Support by Inst. Aide" column, indicate whether a bilingual instructional aide provides primary language support. Place an "X" if support is provided.
 - a. If applicable, include additional information such as:
 - Length of support provided
 - Frequency of support

Step 6: Complete the Comments Section

1. Use the Comments column to provide additional information about the support each student receives.

Step 7: Review the Form

1. Before submitting the form, verify that:
 - Every English Learner receiving primary language support has been listed.
 - Student names and grade levels are accurate.
 - ELPAC levels are current.
 - Teachers are correctly identified.
 - Teacher and instructional aide support have been documented.
 - Comments clearly describe the support being provided.

Step 8: Complete the Informed K12 Routing Process

After reviewing the completed form:

1. Enter the name of the person who prepared the form.
2. Submit the form to the Learning Director for review.
3. The Learning Director reviews the form for accuracy and completeness.
4. The Principal signs the form.
5. The State and Federal Programs representative completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete.

R-6: How to Complete the R-6 EL Services Teacher Qualification Data Form (Grades K–5)

The R-6 EL Services Teacher Qualification Data Form documents the English Learner (EL) authorizations held by all certificated staff providing direct instruction to students in grades K–5. It also identifies the number and type of students assigned to each teacher and verifies that English Learners are receiving instruction from appropriately authorized teachers.

Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-6 form.

1. Open the email.
2. Click the Informed K12 link.
3. Follow the prompts to begin the form.
4. Confirm you are completing the R-6 EL Services Teacher Qualification Data Form (Grades K–5).

Step 2: Enter the School Site Information

1. At the top of the form, enter:
 - School site name
 - Date the form is being completed

Step 3: List All Certificated Teachers

1. Complete one row for every certificated employee providing direct instruction to students at your site.

Step 4: Document Teacher EL Authorization

1. For each teacher, indicate the appropriate English Learner authorization.

Check or mark the appropriate column: (Only one authorization category should be selected "YES" for each teacher.)

- BCLAD
- CLAD/Other EL Certificate
- No EL Certification

Step 5: Enter the Grade Level

1. Record the grade level(s) assigned to each teacher.

Step 6: Enter the Assigned Number of Students

1. Run Query: LIST TCH TCH.TE STU STU.NM STU.GR STU.LF STU.HL BY TCH.TE
2. For each teacher, record the number of students assigned in each category.

English Learners – Enter the number of EL students by primary language:

- Hmong
- Spanish
- Other

Non-English Learners – Enter the number of:

- FEP (Fluent English Proficient)
- EO (English Only)

Finally, calculate and enter the total number of students assigned to that teacher.

Step 7: Identify the Language Acquisition Program Option(s)

1. In the "Option(s)" column, indicate the instructional language acquisition program in which the teacher is providing instruction. (Ensure the program listed matches the teacher's classroom assignment.)

Examples may include:

- Structured English Immersion (SEI) – All EL students are enrolled in a SEI program.
- Dual Language Immersion (DLI)

Step 8: Complete the Instructional Assistant/Comments Section

Use the final column to provide additional information about classroom support.

Step 9: Complete the Informed K12 Routing Process

After reviewing the completed form:

1. Enter the name of the person who prepared the form.
2. Submit the form to the Learning Director for review.
3. The Learning Director reviews the form for accuracy and completeness.
4. The Principal signs the form.
5. The State and Federal Programs representative completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete

R-7: How to Complete the R-7 EL Services Teacher Qualification Data Form (Grades 6–8)

The R-7 EL Services Teacher Qualification Data Form documents the English Learner (EL) authorizations held by all certificated staff providing direct instruction to students in grades 6–8. It also identifies the number and type of students assigned to each teacher and verifies that English Learners are receiving instruction from appropriately authorized teachers. In addition, middle schools are required to attach class lists identifying each English Learner and their ELPAC level.

Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-7 form.

1. Open the email.
2. Click the Informed K12 link.
3. Follow the prompts to begin the form.
4. Confirm you are completing the R-7 EL Services Teacher Qualification Data Form (Grades 6–8).

Step 2: Enter the School Site Information

1. At the top of the form, enter:
 - School site name
 - Date the form is being completed

Step 3: List All Certificated Teachers

Complete one row for every certificated employee providing direct instruction to students at your site.

Step 4: Document Teacher EL Authorization

1. For each teacher, indicate the appropriate English Learner authorization.

Check or mark the appropriate column: (Only one authorization category should be selected "YES" for each teacher.)

- BCLAD
- CLAD/Other EL Certificate
- No EL Certification

Step 5: Enter the Grade Level

1. Record the grade level(s) assigned to each teacher.

Step 6: Enter the Assigned Number of Students

1. Run Query: LIST MST TCH STU TCH.TE STU.NM STU.GR STU.LF STU.HL BY TCH.TE IF MST.PD = 1
2. For each teacher, record the number of students assigned in each category.
 - English Learners: Enter the number of EL students by primary language:

- Hmong
 - Spanish
 - Other
 - Non-English Learners: Enter the number of:
 - FEP (Fluent English Proficient)
 - EO (English Only)
3. Finally, calculate and enter the total number of students assigned to that teacher.

Step 7: Complete the Instructional Assistant/Comments Section

Use the final column to provide additional information about classroom support.

Step 8: Attach Required Class Lists

Attach class lists for every teacher included on the form. Each class list must identify:

- English Learner students
- Each student's ELPAC level

Step 9: Complete the Informed K12 Routing Process

After reviewing the completed form:

1. Enter the name of the person who prepared the form.
2. Submit the form to the Learning Director for review.
3. The Learning Director reviews the form for accuracy and completeness.
4. The Principal signs the form.
5. The State and Federal Programs representative completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete

R-8: How to Complete the R-8 Clinician/Supplemental Support Programs Report

The R-8 Clinician/Supplemental Support Programs Report is completed whenever a school site requests personnel to provide supplemental instructional services funded through State and Federal Programs. The form documents the purpose of the position, the students who will receive services, the intervention model, and how the effectiveness of the program will be measured. The completed R-8 must be submitted with the Personnel Requisition.

Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-8 form.

1. Open the email.
2. Click the Informed K12 link.
3. Follow the prompts to begin the form.
4. Confirm you are completing the R-8 Clinician/Supplemental Support Programs Report.

Step 2: Enter the School Site Information

1. At the top of the form, enter:
 - School site name
 - Date the form is being completed

Step 3: Complete the Funding Source and Solution Procedure

1. Identify the funding source that will support the position.
2. Briefly explain why the position is needed and how it addresses an identified instructional need.

Step 4: Describe the Program

1. In the "Title and Description of Program" section, provide the name of the intervention or supplemental support program. Describe:
 - The purpose of the program
 - The services that will be provided
 - How the position supports student learning

Step 5: Identify the Targeted Students

1. Describe the specific group of students who will receive services. Be as specific as possible. The description should clearly identify who will benefit from the intervention.

Examples include:

- English Learners
- Long-Term English Learners (LTELs)

- Students at risk of becoming LTELs
- Students performing below grade level in reading
- Students identified through MTSS
- Newcomer students

Step 6: Describe the Intervention and Materials

1. Explain what instructional services the clinician or intervention teacher will provide

Step 7: Identify Pre/Post Measures

1. Describe how student growth and program effectiveness will be measured.

Step 8: Describe the Service Delivery Setting

1. Indicate where the intervention will occur.

Step 9: Describe the Schedule

1. Explain:
 - How much time students will receive intervention each day
 - How many days per week services will be provided

Step 10: Identify Required Teacher Qualifications

1. Describe the qualifications required for the position.

Step 11: Complete the Informed K12 Routing Process

After reviewing the completed form:

1. Enter the name of the person who prepared the form.
2. Submit the form to the Learning Director for review.
3. The Learning Director reviews the form for accuracy and completeness.
4. The Principal signs the form.
5. The State and Federal Programs representative completes the final review.

Reminder: The R-8 must be submitted with the Personnel Requisition.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete

R-9: How to Complete the R-9 Self-Esteem and Cross-Cultural Development for English Learners

The R-9 Self-Esteem and Cross-Cultural Development for English Learners form documents the programs, activities, professional learning, instructional materials, and classroom practices that promote self-esteem, cultural awareness, and positive identity development for English Learners. The form demonstrates how the school creates an inclusive environment where students' languages and cultures are valued and celebrated.

Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-9 form.

1. Open the email.
2. Click the Informed K12 link.
3. Follow the prompts to begin the form.
4. Confirm you are completing the R-9 Self-Esteem and Cross-Cultural Development for English Learners form.

Step 2: Enter the School Site Information

1. At the top of the form, enter:
 - School site name
 - Date the form is being completed

Step 3: List Programs and Activities

1. Record the programs and activities your school provided during the school year that promoted self-esteem, cultural awareness, or multicultural understanding.
 - a. For each activity, include:
 - Activity name
 - Date of the activity

Step 4: Document Professional Learning

1. Record workshops or training opportunities that supported self-esteem and cross-cultural development.

The form separates these into:

- Past activities
- Present/Future activities

For each workshop or training, include:

- Activity or training title

- Date

Step 5: List Materials Purchased

1. Document instructional materials or resources purchased to support self-esteem and cross-cultural development.

Step 6: Describe How Self-Esteem and Cross-Cultural Awareness Are Embedded

1. Provide a narrative explaining how teachers incorporate self-esteem and cross-cultural awareness into daily instruction.

Step 7: Complete the Informed K12 Routing Process

After reviewing the completed form:

1. Enter the name of the person who prepared the form.
2. Submit the form to the Learning Director for review.
3. The Learning Director reviews the form for accuracy and completeness.
4. The Principal signs the form.
5. The State and Federal Programs representative completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete

R-10: How to Complete the R-10 School Site Council and English Learner Advisory Committee Meeting Check

The R-10 School Site Council (SSC) and English Learner Advisory Committee (ELAC) Meeting Check verifies that your school conducted the required School Site Council and English Learner Advisory Committee meetings during the school year. The form also confirms that each meeting has supporting documentation, including agendas, minutes, and signature pages. The completed R-10 must be submitted with all required attachments.

Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-10 form.

1. Open the email.
2. Click the Informed K12 link.
3. Follow the prompts to begin the form.
4. Confirm you are completing the R-10 School Site Council and English Learner Advisory Committee Meeting Check.

Step 2: Enter the School Site Information

1. At the top of the form, enter:
 - School site name
 - School year

Step 3: Record SSC Meeting Dates

1. A minimum of five (5) SSC meetings must be held during the school year. Enter the date for each School Site Council meeting held during the school year.

Step 4: Verify Required SSC Documentation

1. For each SSC meeting, indicate whether the following documents are attached:
 - Agenda
 - Minutes
 - Signature Page

Attach all SSC documentation as one file. This should include:

- Meeting agendas
- Approved meeting minutes
- Meeting sign-in/signature pages

Step 5: Record ELAC Meeting Dates

A minimum of five (5) ELAC meetings must be held during the school year. Enter the date for each English Learner Advisory Committee meeting held during the school year.

Step 6: Verify Required ELAC Documentation

1. For each ELAC meeting, indicate whether the following documents are attached:

- Agenda
- Minutes
- Signature Page

Attach all ELAC documentation as one file. This should include:

- Meeting agendas
- Approved meeting minutes
- Meeting sign-in/signature pages

Step 7: Complete the Informed K12 Routing Process

After reviewing the completed form:

1. Enter the name of the person who prepared the form.
2. Submit the form to the Learning Director for review.
3. The Learning Director reviews the form for accuracy and completeness.
4. The Principal signs the form.
5. The State and Federal Programs representative completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete

R-11: How to Complete the R-11 Number of Reclassified Students

The R-11 Number of Reclassified Students form documents all students who were reclassified from English Learner (EL) to Reclassified Fluent English Proficient (RFEP) during the school year. The form provides a record of each reclassified student and the total number of students reclassified at the school site.

Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-11 form.

1. Open the email.
2. Click the Informed K12 link.
3. Follow the prompts to begin the form.
4. Confirm you are completing the R-11 Number of Reclassified Students form.

Step 2: Enter the School Site Information

At the top of the form, enter:

- School site name
- School year

Step 3: List Each Reclassified Student

1. Run Query: LIST STU LAC STU.ID STU.NM STU.GR STU.LF LAC.RD1 IF STU.LF = R AND LAC.RD1 >= 8/12/2026
2. Complete one row for every student who was reclassified during the school year. For each student, enter:
 - Student ID Number
 - Student Name (Last, First)
 - Grade
 - Comments (if applicable)

Only include students whose reclassification has been officially completed and entered into Aeries/CALPADS.

Step 4: Complete the Comments Section

1. Use the Comments column to record any additional information that may be helpful.

Step 5: Verify the Total Number Reclassified

1. After all students have been entered:

- Count the total number of students listed.
- Enter that number in the "Total # Reclassified" field at the top of the form.

Verify that the total matches your site's reclassification records and Aeries/CALPADS data.

Step 6: Complete the Informed K12 Routing Process

After reviewing the completed form:

1. Enter the name of the person who prepared the form.
2. Submit the form to the Learning Director for review.
3. The Learning Director reviews the form for accuracy and completeness.
4. The Principal signs the form.
5. The State and Federal Programs representative completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete

Important Reminders

- Only include students who have officially met all district reclassification criteria and have been designated as Reclassified Fluent English Proficient (RFEP).
- Verify that each student's RFEP status has been updated in Aeries and reported to CALPADS before including the student on the form.

R-13: How to Complete the R-13 Title III Initial Parent Notification Letter & Annual Parent Notification Letter

The R-13 Title III Initial Parent Notification Letter & Annual Parent Notification Letter form verifies that parents and guardians of English Learner (EL) students receive the required written notifications regarding their child's English language proficiency assessment results and instructional program placement. The form also documents that samples of both the Initial Parent Notification Letter and the Annual Parent Notification Letter have been attached for compliance purposes.

Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-13 form.

1. Open the email.
2. Click the Informed K12 link.
3. Follow the prompts to begin the form.
4. Confirm you are completing the R-13 Title III Initial Parent Notification Letter & Annual Parent Notification Letter form.

Step 2: Enter the School Site Information

1. At the top of the form, enter:
 - School site name
 - School year

Step 3: Verify Parent Notification Procedures

1. The first section of the form confirms that the district provides timely written notification to parents and guardians of identified English Learners regarding:
 - English Language Proficiency Assessments for California (ELPAC) results
 - Other language proficiency measures used for identification or reclassification
 - Student instructional placement and services

Step 4: Verify Required Information Is Included in the Parent Letters

1. The notification letters should inform parents of:
 - Their child's overall English language proficiency level
 - Performance in each ELPAC domain:
 - Listening
 - Speaking
 - Reading
 - Writing

- The instructional program and services their child will receive

Step 5: Attach the Required Parent Notification Letters

1. The R-13 requires two sample parent notification letters to be attached.

Attach:

- Initial Parent Notification Letter
- Annual Parent Notification Letter

Step 6: Complete the Informed K12 Routing Process

After reviewing the completed form:

1. Enter the name of the person who prepared the form.
2. Submit the form to the Learning Director for review.
3. The Learning Director reviews the form for accuracy and completeness.
4. The Principal signs the form.
5. The State and Federal Programs representative completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete

R-14: How to Complete the R-14 English Learner Advisory Committee (ELAC) Report / District English Learner Advisory Committee (DELAC) Report

The R-14 English Learner Advisory Committee (ELAC) Report documents that your school has established its English Learner Advisory Committee (ELAC), elected its officers and DELAC representatives, provided required ELAC training, and incorporated ELAC recommendations into the School Plan. This form verifies compliance with state and federal requirements for English Learner parent involvement.

Step-by-Step Instructions

Step 1: Open the Informed K12 Invitation

You will receive an email from Informed K12 inviting you to initiate the R-14 form.

1. Open the email.
2. Click the Informed K12 link.
3. Follow the prompts to begin the form.
4. Confirm you are completing the R-14 ELAC/DELAC Report.

Step 2: Enter the School Site Information

1. At the top of the form, enter:
 - School site name
 - Date the form is being completed

Step 3: Verify ELAC Elections

1. The first section verifies that your school's ELAC has been established according to state requirements. Confirm that:
 - ELAC nominations and elections were completed within the first 30 calendar days of school.
 - The DELAC parent representative and alternate were elected during the first ELAC meeting.
 - The District Office was notified of the DELAC representative(s) by October 2.

If these requirements have been completed, check the verification box provided.

Step 4: Verify ELAC Training

1. The second section verifies that all ELAC members received the required basic training. Confirm that:
 - Basic ELAC training was completed by November 2.
 - Enter the date the training was conducted in the space provided.

Step 5: List ELAC Members

Complete the ELAC Membership table.

1. For each member, enter:
 - Member name
 - Position or title

Be sure to identify the DELAC Parent Representative as indicated on the form.

Step 6: Describe the Impact of ELAC Recommendations

1. Provide a brief narrative describing:
 - The recommendations made by ELAC during the previous school year.
 - How those recommendations influenced or were incorporated into the School Plan.

Step 7: Complete the Informed K12 Routing Process

After reviewing the completed form:

1. Enter the name of the person who prepared the form.
2. Submit the form to the Learning Director for review.
3. The Learning Director reviews the form for accuracy and completeness.
4. The Principal signs the form.
5. The State and Federal Programs representative completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete