COLORADO
Department of Education

Multilingual Learner (ML): Out of Progression Form

Sequence Change Exception Request Supporting Documentation

Overview

This form is used as supporting documentation when a student with 2+ years of reported ML history in Colorado has a ML coding change that does not align with Colorado's standardized ML coding progression.

More information regarding ML programming and ML Coding can be found on the following sites:

- Office of Culturally and Linguistically Diverse Education > ELD Program Requirements
- Data Pipeline > Student Interchange → ***Multilingual Learner Coding Guide (PDF)***

Data Collection Reminders

- Once a data collection is closed/finalized, the data cannot be altered.
- ML data follows an annual cycle with Student October as the starting point for each reporting year with the student's coding expected to remain the same throughout the school year, updating the following Student October according to CO's standardized ML progression. Data validation checks are based on this cycle.
    - Student Demographic file ML data validation checks compare the prior year Student October ML coding to the current ML coding on the DEM file.
    - Spring student snapshot (Student End of Year, Attendance, etc.) ML data validation checks compare the current year Student October ML coding to the current year spring collection coding.
    - If a progression change is approved mid-year (after Student October), the LEA is responsible for requesting any necessary follow-up ML coding exceptions in the subsequent school year during the Student October collection to fully implement the approved sequence change.

Instructions

This form must accompany a completed ***ML Exception Request Template (XLS)*** when a student has 2+ years of ML history. Both the exception spreadsheet *and* completed ML Out of Progression Form are required for review. The ML Exception Request Template is available on the Student Interchange page.

1. Complete all required and applicable sections of this form.
    - Note: CDE staff will complete the CDE internal review section on the final page of the form.
2. Upload the form and any necessary attachments to the LEA's ***Student*** Syncplicity folder.
    - Syncplicity folder name includes **District Code – District Name – Student**
3. Email StudentDataReporting@cde.state.co.us to notify the student data collection leads an exception request is ready for review.

COLORADO
Department of Education

Request Form Information (Required)

Request Year

School Year 0000-0000

Student Information

Student Full Name First Middle Last

SASID 0000000000

LEA/District Select LEA/District

School Code/Name 0000 School Name

Grade Level Select grade level

Student Type Incoming Transfer

LEA ML Coding History Review

LEAs should utilize CEDAR/COGNOS reports to review a student's ML History to complete the coding review portion of this request. Check 'no reporting history' and leave the other fields blank when none is available.

Prior School Year Student October

School Year 0000-0000

☐ No Reporting History

Reporting LEA Select Prior OCT Reporting LEA

Language Proficiency Select Prior OCT Language Proficiency

Language Background XXX

Language Instruction Education Program Select prior OCT Language Instruction Program

Current School Year Student October

School Year 0000-0000

☐ No Reporting History

Reporting LEA Select current year OCT reporting LEA

Language Proficiency Select current year OCT language proficiency

Language Background XXX

Language Instruction Education Program Select current year OCT language instruction program

Requested Change (Current DEM File)

Language Proficiency Select current DEM file language proficiency

Language Background XXX

Language Instruction Education Program Select current DEM file language instruction program

Standardized Assessment History Review

Utilize prior LEA records, CEDAR/COGNOS reports, and records from incoming transfer students to review the student's prior-year ELP assessment scores (if available). Check 'no assessment history' when none is available.

ACCESS: Most Recent Scores

School Year Assessed	0000-0000
	☐ No Assessment History
Testing LEA	Select ACCESS Reporting LEA
Assessment Format	Select ACCESS assessment format
Overall Composite Score	0.0
Literacy Score	0.0

SCREENER: Most Recent Scores

School Year Assessed	0000-0000
	☐ No Assessment History
Testing LEA	Select SCREENER Reporting LEA
Assessment Format	Select format of SCREENER assessment
Overall Composite Score	0.0
Literacy Score	0.0

Request Details

Request Type	Select type of ML Change Request

LEA Narrative

Provide details regarding this request describing your LEA's decision-making process for this ML Sequence Change and the **body of evidence supporting this decision.** If this request is due to a clerical or LEA process error, outline the LEA's plan to prevent this type of error in the future.

If applicable, include the following:

- Additional details about the ML Reporting History.
- Additional details about the ML Assessment History.
- Indicate additional learning needs that impact the student's academic performance for which educational team has determined that language **is not the root cause** of the student's learning needs (e.g., IEP/504).

Additional Supporting Information (If Applicable)

Provide a copy of the following information as a separate document in Syncplicity or insert into the PDF of this form.

HLS Information

- **Changes due to clerical errors:** Not required.
- **All other situations:** Attach a copy of the Home Language Survey (HLS) signed by parents (include any previous HLS and the current HLS).
    - A student cannot be identified/unidentified as ML solely based on responses indicated on the HLS, refer to CO Standardized Procedures to evaluate ELP assessment scores and body of evidence.

Parent Acknowledgement

- **Changes due to clerical errors:** Not required.
- **All other situations:** Attach a copy of document signed by parent acknowledging that student has not met the state criteria on ELP assessment (s) for demonstrating proficiency and they understand that the student will no longer be enrolled in ELD instruction.

Signatures (Required)

Building ML Educator / Date

District ML Coordinator / Date

CDE Internal Review

Historical ML Coding (Student Collection Lead Review)

CLDE Office Review

Review Date	
Recommendation	Select CLDE Office Recommendation
Approved Language Proficiency	Select Approved language proficiency

Notes/Questions

Reminder: If a sequence change is approved mid-year, after the Student October collection, a follow-up exception will be needed next school year to finalize the approved sequence change. The follow-up exception does not need a new form but will require a new ML exception template indicating the applicable DEM file error code.