

English to Speakers of Other Languages (ESOL) RECORDS AND MAINTENANCE

Program Goals

The goal of the ESOL program is to address the needs of the whole child, to provide language acquisition as quickly as possible, and to foster a teacher/parent/student cooperative approach to learning and teaching. This program fosters an environment where individual differences and learning preferences are given their rightful place.

Records and Maintenance

Title III legislation requires maintenance of records on all students who are eligible or have been tested for eligibility for language assistance services.

Permanent Record Folders

Permanent Record folders are maintained for each ESOL student at their base school. Information within the Permanent Record folder must include:

- Home Language Surveys (HLS)
- Program Placement Notification
- WIDA ACCESS Placement Test (W-APT)
- Assessing Comprehension and Communication in English State-to-State (ACCESS) scores
- Language Assessment Conference (LAC) documentation
- Testing Participation Committee (TPC) documentation
- Student Support Team (SST) and/or Response to Intervention (RtI) documentation (if applicable)

Infinite Campus Documentation

At the Central Office level, further documentation is collected on students using the Infinite Campus student information system. This information is entered and maintained at the school level and includes:

- Enrollment Dates
- Attendance
- Transcripts
- Discipline reports
- Full Time Equivalency information
- Language
- Monitored Status

Student Portfolios

Teachers (both ESOL and regular education teachers that teach ELLs) must also keep student portfolios on English Language Learners (ELLs) to document progress in the form of:

- Progress reports
- Informal observations (e.g., anecdotal notes, portfolios, journals, etc.)
- Formative and summative assessment data
- Documentation to support academic deficiency or program exit

By law, Atlanta Public Schools is required to maintain accurate records on all ELLs enrolled. Accurate records allow the district to continually evaluate the effectiveness of the ESOL Program and to ensure that the unique needs of the ELLs we serve are met.