

**TITLE:** Master Plan Blue Folder Documentation for English Learners, ETK-12

**NUMBER:** BUL-3448.4

**ISSUER:** Anthony Aguilar, Chief of Special Education, Equity and Specialized Programs  
  
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Multilingual Multicultural Education Department

**DATE:** June 5, 2023

**ROUTING**  
 Region Superintendents  
 Administrators of Instruction  
 Region Directors  
 Multilingual Multicultural  
 Academic Language Staff  
 School Site Principals  
 Assistant Principals  
 EL Designees/TSP Advisors  
 UTLA Chapter Chairs  
 School Administrative  
 Assistants

**POLICY:** This bulletin provides guidance for maintaining a uniform documentation system for English Learner (EL) students, as required by state and federal guidelines.

**MAJOR CHANGES:** This bulletin replaces BUL-3448.3, dated February 11, 2019. Major changes include:

- Updated Master Plan Blue Folder Checklist (Attachment A)
- Reduction in Master Plan Folder required documentation from 9 sections to 6 sections.

**GUIDELINES: I. INTRODUCTION**

In accordance with the California Education Code, the cumulative record is a legal document that is to be maintained in perpetuity. State and federal mandates require districts to maintain documentation of assessment, initial identification, monitoring and reclassification for ELs within each student’s cumulative record. The District has adopted the use of the Master Plan Blue Folder (MPBF) to organize and maintain EL required documents. A MPBF must be maintained for every EL as part of the student’s cumulative record (CUM) and must be made available for review during school-site, district, state, and federal compliance reviews. (20 U.S.C. 6823[b][2], 6841[a][4][5]; EC Sections 313, 60810; 5 CCR Section 11518.5, 11304)

Please note that several monitoring items, such as the annual Individual Reclassification Plan (IRP) and the Student Support Progress Team (SSPT) form documentation have been moved from the MPBF to the EL Monitoring Binder, as established in [REF-070901.2, ETK-12 English Learners Academic Progress Monitoring and Supports, dated October 24, 2022](#). The EL Monitoring Binder must be maintained for 5 years.

## II. IMPLEMENTATION

A MPBF is established after a student has been identified as an EL as determined by the Initial California English Language Proficiency Assessment (iELPAC). Schools are to use a blue file folder as the MPF for each EL student. A MPBF should not be established for students identified as Initially Fluent English Proficient (IFEP).

The Master Plan Folder Checklist (Attachment A) is to be used to guide and monitor completion of documentation requirements for each EL. The items identified on the checklist shall be filed in the MPF.

## III. CUMULATIVE RECORD DOCUMENTATION

### A. Home Language Survey (HLS)

The HLS is completed by the parent/guardian at the time of initial enrollment to determine the student's primary language (*EC* 52164.1[a]). The HLS is found on the LAUSD Student Enrollment Form (Section 7). The signed and dated enrollment form is filed in the CUM.

### B. The LAU label is affixed on the front upper left corner of the CUM envelope (elementary blue label or secondary gold label) for identified ELs.

## IV. DOCUMENTATION IN THE MASTER PLAN FOLDER

The following EL student documents are to be filed within the MPBF:

### A. Parental Notifications

1. *Initial Notification of Enrollment and Placement in an Elementary Instructional Program for English Learners or Initial Notification of Enrollment and Placement in a Secondary Instructional Program for English Learners.*
2. *Initial Parent Notification of Language Test Results and Confirmation of Program Placement.*
3. *Annual Assessment Results and Program Placement for English Learners Parent Notification (elementary or secondary).*

**B. English Language Assessment**

1. Initial English language proficiency assessment results (iELPAC), *Student Score Report (SSR)* printed from the ELPAC Test Operations Management System (TOMS) at [elpac.org](http://elpac.org). Once in TOMS, click on the *Reports* tab. Next, click on *Site Reports*. Under the *Available Reports* drop-down menu, search for *ELPAC School-Level Student Score Reports PDFs* link.

**C. Reclassification, when applicable**

1. *Notification of Reclassification* letter with required signatures.
2. Reclassification label (affix to CUM card in Section 4, LAU Information for Elementary or Section 13, Oral Language Tests for Secondary).
3. *Notification of Annual Progress of Reclassified Student* letter(s) with required signatures for years 1-4.

**D. ELs with Disabilities, if applicable**

1. *Alternate ELPAC (aELPAC) SSR and test results label for the first Alternate ELPAC administered, initial or summative.*
2. Reclassification Request Form for Students with Disabilities: *BUL- 6890, Guidelines for IEP Teams on the Reclassification Procedures for English Learners with Disabilities (Attachment C).*

**E. Other EL Documentation, if applicable**

1. *Change of Program Request* form with attached handwritten parent request letter
2. *Mainstream English Program Conference Checklist*
3. *Instructional Services Plan* for students withdrawn by parent request

Documentation in the MPBF must be maintained in chronological order.

**V. ADMINISTRATIVE RESPONSIBILITIES**

The principal is the custodian of records and is responsible for the MPBF, its contents, and security. The custodian of records must ensure that all documents are current and accurate. According to the California Civil Code of Regulations, Section 433 (a): “The custodian of records shall be responsible for the security of pupil records and shall devise procedures for assuring that access to such records is limited to authorized persons.”

When EL documentation is missing from the MPBF or the CUM, it is the responsibility of the custodian of records or certificated designee to make a reasonable attempt to obtain the missing documents. The procedures for making a reasonable attempt are:

1. Make a copy of the original document sent home to keep on file.
2. Resend a copy of the document if the original is not returned within a reasonable amount of time (5-7 days). Annotate the document by indicating the original date sent and date of the second notice.
3. Contact the parent/guardian by telephone if the copy is not returned, and request return of the document. Annotate the original with the date of the second attempt as well date and time the call was made to parents/guardian requesting the copy be returned. If the signed document is not returned to the school, file the annotated document in the student’s Master Plan Folder.

**AUTHORITY:** This is a policy of the Los Angeles Unified School District and the Multilingual Multicultural Education Department.

**RELATED RESOURCES:** [BUL-112909, Notification Requirements for Parents of English Learners \(K-12\), dated February 14, 2022](#)

[REF-070901.2, ETK-12 English Learners Academic Progress Monitoring and Supports, dated October 24, 2022.](#)

[BUL-6890.3, Guidelines for IEP Teams on the Reclassification Procedures for English Learners with Disabilities, dated May 24, 2021.](#)

[REF-073510.1, Monitoring the Academic Progress of Reclassified to Fluent English Proficient \(RFEP\) Students, K-12, dated August 30, 2021.](#)

[MiSiS Job Aide, Generating ELPAC Labels, September 22, 2020](#)

[Cumulative Record Handbook for Elementary Schools, August 2018](#)

[Cumulative Record Handbook for Secondary Schools, April 2017](#)

**ATTACHMENTS:** Attachment A--Master Plan Blue Folder Checklist

**ASSISTANCE:** For assistance on the Master Plan Folder, please contact your Regional Multilingual Multicultural Academic Language Programs Coordinator or the Multilingual and Multicultural Education Department at (213) 241-5582.

### **Master Plan Blue Folder Checklist**

Original Home Language Survey Date: \_\_\_\_\_

- LAU Elementary label (blue) or LAU Secondary label (gold) on upper left corner of the cumulative envelope

Parental Notifications:

- Initial Notification of Enrollment and Placement in an Elementary Instructional Program for English Learners or Initial Notification of Enrollment in the Secondary Program for English Learners* with parent signature
- Initial Parent Notification of Language Test Results and Confirmation of Program Placement*
- Annual Assessment Results and Program Placement for English Learners Elementary or Annual Assessment Results and Program Placement for English Learners Secondary* letter with parent signature:

U/TK \_\_, K \_\_, 1<sup>st</sup> \_\_, 2<sup>nd</sup> \_\_, 3<sup>rd</sup> \_\_, 4<sup>th</sup> \_\_, 5<sup>th</sup> \_\_, 6<sup>th</sup> \_\_, 7<sup>th</sup> \_\_, 8<sup>th</sup> \_\_, 9<sup>th</sup> \_\_, 10<sup>th</sup> \_\_, 11<sup>th</sup> \_\_, 12<sup>th</sup> \_\_

English and Primary Language Assessment:

- Initial English language assessment (CELDT) Local Scoring Tool printout, before August 2018 **or**
- Initial English Language Proficiency Assessments for California results (*Initial ELPAC/ Initial Alternate ELPAC Student Score Report*)
- Primary language assessment or foreign language transcripts for secondary students (if applicable)

Reclassification:

- Notification of Reclassification* letter with parent signature
- Reclassification label (Section 4, LAU Information for Elementary or Section 13, Oral Language Tests for Secondary)
- Notification of Annual Progress of Reclassified Students* with parent signature:  
Year 1\_\_ Year 2\_\_ Year 3\_\_ Year 4\_\_

ELs with Disabilities (additional documentation):

- Parent Notification of Initial Alternate Language Test results for Alternate ELPAC (initial or summative)

Other EL Documentation (if applicable):

- Handwritten parent request letter(s)
- Completed and signed *Change of Program Request* form
- Completed and signed *Mainstream English Program Conference Checklist* form
- Instructional Services Plan for EL student whose parent has requested a mainstream instructional setting

**LAUSD Store Warehouse Commodity Codes:**

- File folder, letter size, blue (615-45-96495)
- Elementary LAU labels, blue (966-70-36002)
- Secondary LAU labels, gold (966-70-36003)