

**TITLE:** Reclassification of English Learners

**NUMBER:** BUL-5619.12

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**ROUTING**  
All Schools  
Region Superintendents  
Administrators of Instruction  
Directors  
Region Coordinators  
School Site Administrators  
UTLA Chapter Chairs  
English Learner Designees  
TSP Advisors  
Instructional Coaches  
School Administrative  
Assistants

**PURPOSE:** This policy provides guidelines and procedures for reclassifying English Learners (ELs), including ELs with disabilities, based on current California Department of Education (CDE) guidelines. Reclassification is a process in which an EL student is Reclassified Fluent English Proficient (RFEP) after meeting four linguistic and academic criteria set by the CDE and the District. The District’s policy is to reclassify ELs upon meeting the reclassification criteria outlined in this policy.

**MAJOR CHANGES:** This bulletin replaces bulletin 5619.11 of the same title dated June 20, 2022, and incorporates the following changes:

- New basic skills assessment for grades 3-12
- New Alternate Summative English Language Proficiency Assessment for California (ELPAC) criteria and process for reclassification
- New grade level ELD course requirement for secondary schools that opted-in to the established grade level ELD courses for the 2023-24 school year

**BACKGROUND:** California Education Code (EC), section 313(f) and Title 5 California Code of Regulations (5 CCR), section 11303 set forth the four criteria required for reclassification:

**Criterion 1: Assessment of English Language Proficiency (ELP)**  
The Summative English Language Proficiency Assessment for California (ELPAC) is the state required English Language Proficiency assessment for EL students. An Overall Performance Level 4 is required to meet Criterion 1

for reclassification. ELs with moderate to severe disabilities who take the Alternate Summative ELPAC as specified in the ELs Individualized Education Plan (IEP) need an Overall Performance Level 3 to meet this criterion.

**Criterion 2: Teacher Evaluation**

Teacher evaluation that includes, but is not limited to, the student’s academic performance.

**Criterion 3: Parent Consultation**

Parental/ legal guardian consultation and opinion, not consent, is required (EC Section 313 (f)(3)) to discuss the students’ readiness for reclassification and provide the opportunity to understand their student’s progress and current data. This parent consultation must occur to finalize the reclassification process.

**Criterion 4: Performance in Basic Skills**

Students’ performance in basic skills against an empirically established range of performance in basic skills of English proficient students of the same age. Meeting this criterion will demonstrate whether the student is sufficiently proficient in English to participate effectively in a curriculum designed for students of the same age whose native language is English.

**INSTRUCTIONS: I. RECLASSIFICATION CRITERIA FOR 2<sup>nd</sup> YEAR KINDERGARTEN THROUGH GRADE 12**

English Learners in the 2<sup>nd</sup> year of kindergarten through grade 12 are considered Reclassified Fluent English Proficient (RFEP) when they meet the four reclassification criteria.

**Criterion 1: Assessment of English Language Proficiency**

To meet the ELP assessment criterion, an EB must achieve an:

- Overall Summative ELPAC Performance Level 4
- Overall Summative Alternate ELPAC Performance Level 3

**Criterion 2: Teacher Evaluation**

Grades K-5/6 Elementary

Students must receive a composite mark of 3 or 4 in their English Language Arts (ELA) subject progress report.

Grades 6-12 Secondary

Students must receive a grade of C or better in one of the following qualifying courses:

- Grade-level English course
- Advanced English Language Development (ADV ELD)
- Literacy and Language for English Learners (L&L)
- Credit recovery or adult school English course
- Grade level ELD course (for secondary schools that opted-in to the new grade-level ELD courses for the 2023-24 school year)

Passing grades in ELD 1/2, ELD 3/4 and International Newcomer ELD A/B courses do not qualify to meet the teacher evaluation measure.

**Criterion 3: Parent Consultation**

Parent/legal guardian opinion, consultation, and involvement during the reclassification process. For detailed parent consultation procedures, refer to Attachment I, *Reclassification Parent Consultation Procedures*.

**Criterion 4: Performance in Basic Skills**Grades K-5:

- ELs in grades K-2 must achieve Benchmark or Above Benchmark scores in all DIBELS 8 assessed measures in the current school year. Refer to Attachment A, *Assessment Criteria*.
- ELs in grades 3-5 must achieve an Overall Approaching Grade Level Performance Level or higher in the District approved reading diagnostic in the fall, winter or spring administration of the current school year.
- ELs in grades 3-5 can also meet this criterion by achieving a performance level of Standard Met or Standard Exceeded in the Smarter Balanced Assessment in English Language Arts (SBA ELA) (within the last 12 months). Refer to Attachment E, *Reclassification Criteria Chart*.

Dual Language Education Programs: 90/10 and 70/30 Instructional Models

Reclassification for K-1 ELs in a 90/10 Two-Way Immersion (TWI)/World Language Immersion (WLI) or 70/30 One-Way Immersion (OWI) program will be reviewed on a case-by-case basis via the Student Support and Progress Team (SSPT) process. If the student has met criteria 1 for reclassification, the school should do the following:

- K: Administer the DIBELS 8 during the BOY, MOY, or EOY window. Students must score benchmark or above on all the assessed measures of the DIBELS 8 assessment.
- Administer a grade-level ELA writing on-demand assessment with a grade-level rubric. Students must score a 3 or 4 mark.
- Refer the student to the SSPT for reclassification consideration.

The school must follow SSPT reclassification procedures, submit the scoring rubric along with the sample on-demand ELA writing assessment as part of the SSPT reclassification documentation to the Region Multilingual Multicultural Academic Language Coordinator (MMALT Coordinator hereafter) and file a copy in the student’s cumulative record.

**Grades 6-12:**

- Students in grades 6-12 must achieve an Overall Approaching Grade Level or higher in the District’s approved reading diagnostic in the fall, winter or spring administration of the current school year.
- ELs in grades 6-8 and 11 can also meet this criterion by achieving a performance level of Standard Met or Standard Exceeded on the SBA ELA (must be within the last 12 months). Refer to Attachment E, *Reclassification Criteria Chart*.

All EL students in grades 6-12 must be assessed in the District’s approved reading diagnostic at every administration period (fall, winter and spring). Reading diagnostic data will be used with first/second semester ELA/LTEL/ELD course grades as follows:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
1 <sup>st</sup> semester grades	1 <sup>st</sup> semester grades	1 <sup>st</sup> semester grades
	2 <sup>nd</sup> semester grades	2 <sup>nd</sup> semester grades

**II. RECLASSIFICATION PROCEDURES FOR K THROUGH GRADE 12**

EL Designees must adhere to the following reclassification procedures:

- Monitor the Ready to Reclassify Roster and the Mass Reclassify screen frequently, particularly before and after report card marks and/or assessment data is available in MiSiS.
- Criterion 3: Parent consultation must be entered for all ELs on the Ready to Reclassify MiSiS screen.
  - Log the consultation date in the *Reclassification Parent Consultation Log*, Attachment G.
  - Enter date in MiSiS in the Parent Notification Dates screen (refer to *Attachment B*).

A reclassification MiSiS Job Aid is available on the MiSiS [website](#).

NOTE: MMED will support with manual reclassifications while the i-Ready Reading Diagnostic MiSiS enhancements are developed and implemented and for students who meet the teacher evaluation measure with the new ELD courses (for schools that opted-in to the new ELD courses).

### III. SSPT RECLASSIFICATION RECOMMENDATIONS

If a profile B student in grades 2<sup>nd</sup> year K through 12 has met Criterion 1, Assessment of ELP, and criterion 4, Performance in Basic Skills, but still needs to meet criterion 2, Teacher Evaluation, the student must be referred to the SSPT for a possible reclassification recommendation. The SSPT can recommend reclassification for a profile B student during an individual student SSPT meeting. All SSPT reclassification recommendations must be based on a documented objective review of the student's linguistic and academic data.

A secondary EL student in ELD 1/2, ELD 3/4, and International Newcomer ELD A/B may be recommended for reclassification through the SSPT if criterion 1, Assessment of English Language Proficiency and criterion 4, Performance in Basic Skills, have been met. The SSPT must review the student language samples [Student Progress Form 2.0 (SPF), Oral Output Analysis Tool (OOAT), or the Written Output Analysis Tool (WOAT)] to meet Criterion 4 Teacher Evaluation that will support the SSPT reclassification recommendation.

The parent/guardian must be invited to the SSPT reclassification recommendation meeting. If the school cannot contact the parent, the EL Designee must document the due diligence (minimum three attempts) to engage the parent in the SSPT reclassification process. The SSPT designee must include the date the parent was notified and consulted on the SSPT Sign-in Form (the consultation date must be before the SSPT reclassification recommendation date). The parent consultation cannot be held after the SSPT reclassification recommendation has been completed.

The SSPT reclassification recommendation process must be entered in the MiSiS Support>SSPT Referrals screen. For further instructions on the SSPT process, refer to Attachment C, *SSPT Reclassification Recommendation*.

### IV. SSPT RECLASSIFICATION FOR 1<sup>st</sup> YEAR K STUDENTS

As part of the reclassification process, an SSPT must be held for EL students in Kindergarten: Universal/Expanded Transitional Kindergarten (U/ETK), Transitional Kindergarten (TK), or first-year kindergarten who meet all reclassification criteria.

Students who take the Initial ELPAC and the Spring Summative ELPAC during their first year are eligible for an SSPT Reclassification Recommendation at the end of the year. For further instructions on the SSPT process, refer to Attachment C, *SSPT Reclassification Recommendation*, and Attachment D, *Reclassification Criteria Chart*, to review the criteria and instructions on the SSPT process. The SSPT will review the Spring Summative ELPAC results and EOY DIBELS to assess whether the student has met the grade-level skills criteria for reclassification.

Kindergarten, UTK/ETK/TK students will be assessed on the following DIBELS 8 measures to meet the basic skills criterion for reclassification.

DIBELS 8 Grade-Level Assessments					
Grade	Benchmark Window	PSF	NWF-CLS	NWF-WRC	WRF
TK	EOY	√	√	√	√

NOTE: DIBELS 8 Composite score and Letter Naming Fluency are not used for reclassification.

The SSPT Designee must submit the following evidence to their Region MMALT Coordinator for review and processing along with the SSPT documents:

- DIBELS 8 Student Summary Report
- Grade Level Student Progress Report

## V. EL STUDENTS WITH DISABILITIES

EL students with disabilities (SWD) in the general or alternate curriculum will be provided the same opportunities for reclassification as students without disabilities if they meet the criteria described in this bulletin. EL SWDs who do not meet the four criteria may be recommended for reclassification through the SSPT or the IEP process. IEP teams may determine appropriate measures of English language proficiency and performance on basic skills and minimum levels of proficiency on these measures that would be equivalent to a native English-speaking peer with similar disabilities in the same grade level. For the complete reclassification process via IEP, refer to [Bulletin 6890.4, Reclassification Procedures for Emergent Bilinguals with Disabilities](#), dated May 08, 2023.

**A. EL STUDENTS WITH DISABILITIES PARTICIPATING IN THE ALTERNATE CURRICULUM**

The Summative Alternate ELPAC results will be used to determine how well EL students with the most significant cognitive disabilities progress annually toward English language proficiency and will assist the District and schools in the ongoing progress monitoring and evaluation of students' English language proficiency until reclassification.

In order to complete the reclassification process, follow procedures under to [Bulletin 6890.4, Reclassification Procedures for Emergent Bilinguals with Disabilities](#), dated May 08, 2023.

For EL SWDs who take the Summative Alternate ELPAC, the same reclassification criteria apply, considering the student's disability:

**Criterion 1: Assessment of English Language Proficiency**

To meet the ELP assessment criterion, an EL must achieve an Overall Alternate Summative ELPAC Performance Level 3.

**Criterion 2: Teacher Evaluation**

The IEP team must review the extent to which the student is mastering their IEP's ELA/ELD goal(s) as evidenced by their progress mark. Teacher evaluation includes, but is not limited to, the student's academic performance in ELA/ELD.

Grades K-5/6 Elementary

Student must receive a composite mark of 3 or 4 on their English Language Arts (ELA) subject progress report.

Grades 6-12 Secondary

Student must receive a grade of C or better on the grade-level ELA/ELD course.

**Criterion 3: Parent Consultation**

Parent opinion, consultation, and involvement during the reclassification process need to take place during the IEP meeting. For detailed parent consultation procedures, refer to Attachment I, *Reclassification Parent Consultation Procedures*.



**Criterion 4: Basic Skills Relative to English Proficient Students**

Students in the alternate curriculum who use alternate measures (California Alternate Assessment (CAA), Unique assessments, SANDI/Brigance) must score basic or benchmark or above to meet criterion 3.

**VI. END-OF-YEAR RECLASSIFICATION PROCEDURES**

In the event that the CDE releases ELPAC scores late May or June, schools must think strategically about connecting with parents/legal guardians via direct phone calls, one-on-one conferences, and alternative means (e.g., virtual platforms) to engage parents in a reclassification pre-consultation for students most likely to reclassify after the Summative ELPAC scores are received. The pre-consultation for reclassification must only occur for those students who have met the grade-level skills and teacher evaluation measures (Profile E) and are most likely to reclassify. Schools can use end-of-year (May or June) individual EL monitoring or Individual Reclassification Plan (IRP) follow-up meeting dates as pre-consultation dates for reclassification. For detailed instructions on the reclassification pre-consultation process, refer to Attachment J, *Reclassification Parent Pre-Consultation Procedures*.

The school must secure and document the pre-consultation prior to the end of the current school year in Attachment H, *Parent Pre-Consultation Reclassification Log*. Evidence of the pre-consultation will be shared with the Region MMALT Coordinator.

The Region MMALT Coordinator will:

- Inform the principal/EL designee of receipt of the student's information via email.
- Facilitate the collection of the pre-consultation date for Profile E students.
- Share a list of Profile E students that have a pre-consultation date with MMED. MMED will review the submitted student information and centrally reclassify eligible students.
- Distribute MMED-generated reclassification letters and labels generated to schools.

**VII. MONITORING EL PROGRESS**

To ensure that all eligible students are reclassified in a timely and responsible manner, schools must closely monitor the linguistic and



academic progress of ELs as measured by the reclassification criteria. Refer to the monitoring procedures and processes described in [REF-070901.2, ETK-12 English Learner Academic Progress Monitoring and Supports](#), dated October 24, 2022, and [BUL 6730.1, A Multi-Tier System of Support Framework for the Student Support and Progress Team](#), dated July 13, 2017, for more information.

Failure to implement the district's reclassification policy and related procedures may subject the school to complaints under the District's Uniform Complaint Procedures and/or findings of non-compliance by the District, State or Title III/Federal Program Monitoring (FPM) reviewers.

### VIII. RECLASSIFICATION RATE CALCULATION TIME FRAME

Currently, the reclassification rate is calculated by dividing the number of reclassified ELs from July 1 to June 30 by the total number of ELs identified in the current year's Census Day (first Wednesday in October).

NOTE: The California Department of Education will change the reclassification rate calculation methodology in the near future which might impact reclassification rates.

The official counts are typically released early in spring and are available on the CDE's DataQuest website at <https://dq.cde.ca.gov/dataquest/>. Reclassification reports are available in [Open Data](#) in mid-December.

**AUTHORITY:** [California Education Code, Section 313](#)  
[California Education Code, Section 60810](#)

**RELATED RESOURCES:** [2018 Master Plan for English Learners and Standard English Learners](#)  
[Bulletin 6890.4, Reclassification Procedures for Emergent Bilinguals with Disabilities, dated May 08, 2023](#)  
[BUL- 6730.1, A Multi-Tiered System of Support Framework for the Student Support and Progress Team, dated July 13, 2017](#)  
[REF-070901.2, ETK-12 English Learner Academic Progress and Monitoring, dated October 24, 2022](#)  
[REF-073510.1, Monitoring the Academic Progress of Reclassified to Fluent English Proficient \(RFEP\) Students, K-12, dated August 30, 2021](#)

**ATTACHMENTS:** Attachment A – Basic Skills Assessment Criteria  
Attachment B – Reclassification Process  
Attachment C – SSPT Reclassification Recommendation  
Attachment D – Reclassification Criteria Chart (UTK/ETK/TK)  
Attachment E – Reclassification Criteria Chart  
Attachment F – Reclassification Criteria Chart, Spanish  
Attachment G – Reclassification Parent Consultation Log  
Attachment H – Reclassification Parent Pre-Consultation Log  
Attachment I – Reclassification Parent Consultation Procedures  
Attachment J – Reclassification Parent Pre-Consultation Procedures

**ASSISTANCE:** For further information, please contact the Region’s Multilingual Multicultural Academic Language Coordinator or MMED at (213) 241-5582.

**Basic Skills Assessment Criteria**  
**Grades: K-2 DIBELS Assessment**

All ELs in grades K-2 must be assessed with DIBELS 8 BOY, MOY, and EOY Benchmark assessments by grade level see chart below:

DIBELS 8 Grade-Level Assessment								
Grade	Bench mark Window	PSF	NWF - CLS	NWF - WRC	WRF	ORF	ORF ACC	MAZE
K	BOY	√	√	√	√			
	MOY	√	√	√	√			
	EOY	√	√	√	√			
1	BOY	√	√	√	√	√	√	
	MOY	√	√	√	√	√	√	
	EOY	√	√	√	√	√	√	
2	BOY		√	√	√	√	√	√
	MOY		√	√	√	√	√	√
	EOY		√	√	√	√	√	√

The Composite and Letter Naming Fluency (LNF) scores are not used for reclassification. Only the first DIBELS 8 assessment administered within the BOY, MOY and EOY benchmark testing window will be used for reclassification purposes. DIBELS 8 benchmark assessments are used during the following Progress Report Card windows for reclassification:

DIBELS BOY	DIBELS MOY	DIBELS EOY
1 <sup>st</sup> or 2 <sup>nd</sup> Report Card	1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> Report Card	2 <sup>nd</sup> or 3 <sup>rd</sup> Report Card

For guidance on identifying second-year kindergarten EL students who are part of the MiSiS regular reclassification process, use the chart below:

Second-Year Kindergarten	
First Year	Second Year
Enrolled in the previous School Year	Enrolled in the current School Year
Universal/Expanded Transitional Kindergarten (U/ETK)	Kindergarten (K)
Transitional Kindergarten (TK)	Kindergarten (K)
Kindergarten	2 <sup>nd</sup> year Kindergarten (retained)



### Grades: 3-12 i-Ready Assessment

All ELs in grades 3-12 must be assessed with the i-Ready Reading Diagnostic. The following are the overall i-Ready Reading Diagnostic scale scores for reclassification at each grade level:

Achieve an Overall Approaching Grade Level Performance Level* or higher					
Grades	Overall Scale Score	Grades	Overall Scale Score	Grades	Overall Scale Score
3	474 or higher	6	566 or higher	9	605 or higher
4	496 or higher	7	583 or higher	10	625 or higher
5	542 or higher	8	594 or higher	11	637 or higher
				12	645 or higher

\*This performance description equates to One Grade Level Below in the Overall i-Ready Reading Diagnostic Placement Chart.

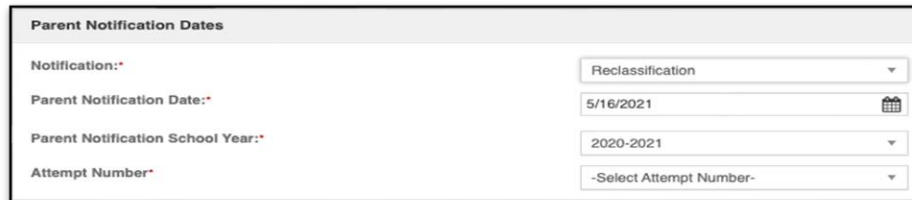
I-Ready Reading Diagnostic overall cut scores will be used as follows:

School Level	Fall	Winter	Spring
Elementary	1 <sup>st</sup> reporting marks	1 <sup>st</sup> reporting marks 2 <sup>nd</sup> reporting marks	2 <sup>nd</sup> reporting marks 3 <sup>rd</sup> reporting marks
Secondary	1 <sup>st</sup> semester grades	1 <sup>st</sup> semester grades 2 <sup>nd</sup> semester grades	1 <sup>st</sup> semester grades 2 <sup>nd</sup> semester grades

**Reclassification Process**

EL Designees should monitor the Ready to Reclassify Roster and the Mass Reclassify screen frequently.

When students have met the reclassification criteria, include the parent consultation date in MiSiS. A reclassification MiSiS Job Aid is available on the MiSiS [website](#).



The screenshot shows a form titled "Parent Notification Dates" with the following fields:

- Notification:\* (Dropdown menu: Reclassification)
- Parent Notification Date:\* (Text input: 5/16/2021 with a calendar icon)
- Parent Notification School Year:\* (Dropdown menu: 2020-2021)
- Attempt Number\* (Dropdown menu: -Select Attempt Number-)

**Reclassification Process:** Follow these steps for completing the reclassification process of a qualifying ELs:

Steps to Complete the Reclassification Process	
<b>Step 1</b>	Generate and print the <i>Ready to Reclassify Roster</i> .
<b>Step 2</b>	Hold the parent consultation and discuss with the parent that the student has met the reclassification criteria and share the student’s current data (from the Ready to Reclassify Roster).
<b>Step 3</b>	Log the parent consultation date in the Reclassification Parent Consultation Log (Attachment G).
<b>Step 4</b>	Add the parent consultation date in the Parent Notification Dates section in MiSiS (select Reclassification Consultation).
<b>Step 5</b>	Reclassify the student using the <i>Mass Reclassify</i> screen in MiSiS.
<b>Step 6</b>	Generate and print the <i>Notification of Reclassification</i> and reclassification label from MiSiS. Ensure that the parent consultation date is populated in the letter.
<b>Step 7</b>	Have the Principal sign the <i>Notification of Reclassification</i> .
<b>Step 8</b>	Copy the notification letter and send original notification to the parent for their signature (to acknowledge the child’s change in language classification).
<b>Step 9</b>	File the signed notification letter permanently in the blue Master Plan folder located in the student’s cumulative record.
<b>Step 10</b>	File an additional copy of the <i>Notification of Reclassification</i> in a separate file at the school site, for a minimum of five years.
<b>Step 11</b>	Affix the reclassification label to the appropriate section of the cumulative record. For additional information, refer to <a href="#">BUL-3448.3, Master Plan Documentation for English Learners K-12, dated February 11, 2019</a> .
<b>Step 12</b>	Enter the parent notification date (the date the notification was sent to the parent) in the <i>Mass Notification Date Entry</i> or the <i>Parent Notification Dates</i> screen in MiSiS.

### SSPT Reclassification Recommendation

EL students in grades K (second year) through 12 in Profile B (did not meet Criterion 2 Teacher Evaluation) must be referred to the SSPT for a possible reclassification recommendation.

Criterion SSPT Reclassification	Met/Not met
Criterion 1 Assessment of ELP	Met
Criterion 2 Teacher Evaluation	Not met
Criterion 3 Parent Consultation	Met
Criterion 4 Basic Skills	Met

Submit documentation to Region MMALT Coordinator for processing. The following documentation for SSPT reclassification recommendations must be submitted via OneDrive for review and processing. Documents include:

- MiSiS generated SSPT forms:
  1. [SSPT Reclassification Recommendation Form](#)
  2. SSPT Reclassification Meeting Form
  3. SSPT Follow-Up Meeting Notes (if applicable)
  4. SSPT Sign in and any additional forms are available on the MMED [website](#)
- Additional supporting data reports based on grade level (see below)
- Keep a copy for your records

Upon receiving the SSPT reclassification recommendation documents, the Region MMALT Coordinator will:

- Inform the principal/EL Designee of the receipt of the documentation via email.
- Review and evaluate the SSPT reclassification recommendation and supporting documentation to determine the student’s readiness for reclassification.
- Forward the student information to MMED and State Reporting Services Branch (SRSB) if the student’s reclassification recommendation is approved.

**SSPT Reclassification Timelines for Document Review:**

Guidance for timelines of the review process of completed SSPT reclassification recommendation forms:

Department	Timeline to review and move forward
Schools to Regions	1 week
Regions to MMED	1 – 2 weeks
MMED & State Reporting Services Branch (SRSB)	2 weeks

NOTE: If the SSPT reclassification recommendation forms are incomplete and supporting documents are not attached, the documentation will be returned to the school site via OneDrive.

Once eligibility verification is determined and the documentation has been centrally approved, the Region MMALT Coordinator will notify the school site that the student has been reclassified.

Upon receipt of notification that the student has been reclassified, the EL Designee will complete the following steps to complete the reclassification process in a timely manner:

Steps to Complete SSPT Reclassification (Grades 1-12)	
<b>Step 1</b>	Log the parent consultation date in <i>the Reclassification Parent Consultation Log</i> , Attachment G.
<b>Step 2</b>	Generate and print the <i>Notification of Reclassification</i> letter and reclassification label in MiSiS.
<b>Step 3</b>	Write the parent consultation date in the <i>Notification of Reclassification</i> .
<b>Step 4</b>	Have the principal sign the <i>Notification of Reclassification</i> .
<b>Step 5</b>	Copy the notification and send it to the parent/legal guardian or educational rights holder for their signature to acknowledge the change in their child's language classification to RFEP.
<b>Step 6</b>	File the signed notification permanently in the blue Master Plan folder located in the student's cumulative record.
<b>Step 7</b>	File an additional signed copy of the <i>Notification of Reclassification</i> permanently in a separate file at the school site.
<b>Step 8</b>	Affix the reclassification label to the appropriate section of the cumulative record.



**MULTILINGUAL MULTICULTURAL EDUCATION DEPARTMENT  
RECLASSIFICATION CRITERIA CHART**

Criteria	Universal Transitional Kindergarten (UTK): Expanded Transitional Kindergarten (ETK) Transitional Kindergarten (TK)	
<b>ELPAC</b>	Overall Summative ELPAC Performance Level 4 or Alternate ELPAC Performance Level 3	
<b>Teacher Evaluation</b>	<b>Integrating (I)</b> score in the third reporting grading period in Language and Literacy	
<b>Grade-Level Basic Skills Assessment</b>	DIBELS 8 End of Year (EOY) Score of <b>Benchmark</b> or <b>Above Benchmark</b> on all Kindergarten assessed measures	
<b>Parent Consultation</b>	Parent Opinion and Consultation	
<b>SSPT Student Support and Progress Team</b>	Students meeting the reclassification criteria must be reviewed by the SSPT for reclassification readiness.	When a student has met the ELPAC Summative and grade level basic skills criteria for reclassification <u>except</u> for the teacher evaluation criterion, the student's English proficiency must be reviewed by the SSPT for reclassification readiness.

**MULTILINGUAL MULTICULTURAL EDUCATION DEPARTMENT  
RECLASSIFICATION CRITERIA CHART**

Criteria	Second-Year Kindergarten Through Grade 2	Grades 3-5 Elementary	Grade 6 Elementary	Grades 6-8 Secondary	Grades 9-12 Secondary
<b>ELPAC</b>	Overall Summative ELPAC Performance Level 4 or Alternate ELPAC Performance Level 3				
<b>Teacher Evaluation</b>	English Language Arts composite score of <b>3 or 4</b>			Grade-level English or LTEL/ELD course grade of <b>C or better</b>	Grade-level English or LTEL/ELD course grade of <b>C or better</b> <b>(B credit courses only)</b>
<b>Grade-Level Basic Skills Assessment</b>	DIBELS 8 scores of <b>Benchmark or Above Benchmark</b> in all DIBELS 8 grade-level assessed measures	i-Ready Reading Diagnostic <b>An Overall Approaching Grade Level Performance Level or Higher</b> or ELA SBA (grade 3-8, 11) score of <b>Standard Met or Standard Exceeded</b>			
<b>Parent Consultation</b>	Parent Opinion and Consultation				
<b>SSPT</b> Student Support and Progress Team	When a student has met the ELPAC Summative and grade level basic skills criteria for reclassification <u>except</u> for the teacher evaluation criterion, the student’s English proficiency must be reviewed by the SSPT for reclassification readiness.  <b>Note: No SSPT is required to reclassify second-year kindergarten students.</b>				

**DEPARTAMENTO DE EDUCACION MULTILINGUE MULTICULTURAL**

**CRITERIO DE RECLASIFICACION**

Criterio	Kínder (2º año)	Grados 3º - 5º	Grado 6º primaria	Grados 6º - 8º	Grados 9º - 12º
<b>ELPAC</b> Pruebas de Suficiencia en el Idioma Inglés de California	Nivel de rendimiento general <b>4</b> del ELPAC Sumativo o rendimiento general <b>3</b> en el ELPAC Alternativo Sumativo				
<b>Evaluación del Maestro</b>	Puntuación compuesta de <b>3 o 4</b> en artes de lenguaje en inglés			Calificación de <b>C o mejor</b> en el curso de inglés o curso LTEL/ELD a nivel de grado	Calificación de <b>C o mejor</b> en el curso de inglés o LTEL/ELD a nivel de grado
<b>Evaluación de Habilidades Básicas</b>	DIBELS 8 con calificación de <b>Por encima de punto de Referencia</b> en todas las áreas de habilidades de la prueba	i-Ready Diagnostico de Lectura Resultado general de acercándose al grado o más alto o SBA en Artes de lenguaje en inglés (grados 3-8, 11 º) Resultado de <b>Estándar Alcanzado o Estándar Excedido</b>			
<b>Consulta de Padre</b>	Opinión y consulta del padre/madre				
<b>SSPT</b> Comité de Apoyo y Progreso Estudiantil	<p>Cuando un estudiante ha cumplido con los criterios de ELPAC Sumativo y las habilidades básicas de nivel de grado para la reclasificación <u>excepto</u> el criterio de evaluación del maestro, el dominio del inglés del estudiante debe ser revisado por el SSPT para determinar la preparación del estudiante para la reclasificación.</p> <p><b>Nota: No se requiere SSPT para reclasificar a los estudiantes de jardín de infantes de segundo año.</b></p>				

### Reclassification Parent Consultation Log

Los Angeles Unified School District  
 School: \_\_\_\_\_ Location Code: \_\_\_\_\_  
 School Year: \_\_\_\_\_

**Instructions:** The EL Designee or school site personnel must consult with the parent/legal guardian/educational rights holder (parent) of an English Learner who qualifies for reclassification before the student is reclassified in MiSiS. Each reclassification parent consultation must be logged herein.

Parent Consultation Date	Student Name	District ID #	Grade	Parent Name	Type of consultation (e.g., phone call, in person, Zoom Meeting)	Comments

### Reclassification Parent Pre-Consultation Log

Los Angeles Unified School District  
 School: \_\_\_\_\_ Location Code: \_\_\_\_\_  
 School Year: \_\_\_\_\_

**Instructions:** The EL Designee or school site personnel must consult with the parent/legal guardian/educational rights holder (parent) of an English Learner who qualifies for reclassification before the student is reclassified in MiSiS. Parent pre-consultations for reclassification must be logged herein.

Parent Pre-Consultation Date	Student Name	District ID #	Grade	Parent Name	Consultation (e.g., phone call, in-person, Zoom)	Comments

## Reclassification Parent Consultation Procedures

Schools must think strategically about connecting with parents via direct phone calls, one-on-one conferences, and alternative means (e.g., virtual platforms) during the reclassification parent consultation process. After consulting with parents, schools need to log the date of the parent consultation on the *Reclassification Parent Consultation Log*, Attachment G, and document the consultation in the My Integrated Student Information System (MiSiS). Related flyers, agendas and consultation logs must be maintained for a minimum of five (5) years.

If the school is unable to contact the parent, the school must document their due diligence to engage the parent (minimum 3 attempts) in the *Reclassification Parent Consultation Log* (Attachment G). In this scenario, the date of the last attempt will be entered in the *Mass Notification Date Entry* screen in MiSiS.

Parent/ legal guardian consultation must include the following:

- Share data that demonstrates that the student is eligible for reclassification
- Inform the parent/guardian that the child has met the reclassification criteria and will reclassify
- Describe supports the student will receive to succeed in rigorous, grade-level learning from the time of reclassification and beyond
- Discuss how the school will monitor the student's progress and take steps to support their academic needs
- Share how the school's mainstream instructional program will support the student's academic success
- Inform the parent/guardian that the *Notification of Reclassification* will be sent for their signature and needs to be returned to the school site

If the CDE releases Summative ELPAC scores late in the academic year, please refer to pages 8-9, *End-of-Year Reclassification Procedures*, of this bulletin for additional guidance and procedures on the parent consultation and opinion process.

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## Reclassification Pre-Consultation Process

When engaging the parents in a pre-consultation for reclassification, schools must do the following:

- Use applicable data reports
  - English Learner Progress Profile
  - PLTEL/LTEL- Individual Reclassification Plan (IRP)
- Review student data (basic skills, teacher evaluation marks)
- Share that the students may be eligible for reclassification pending an overall Summative ELPAC score of 4
- Discuss supports that the student will receive to succeed in rigorous, grade-level learning from the time of reclassification and beyond
- Share how the school will monitor and meet the student needs via the RFEP monitoring process
- Explain how the school's instructional program will continue to benefit the student's academic success
- Inform the parent/legal guardian that reclassification will be finalized when the summative ELPAC score has been met along with all other measures (basic skills, teacher evaluation)
- Inform the parent/legal guardian that the *Notification of Reclassification* will be sent for their signature, when the student is reclassified, and needs to be returned to the school site

If the school is unable to contact the parent/legal guardian, the school must document their due diligence (minimum 3 attempts) directly on the applicable data report:

- English Learner Progress Profile
- PLTEL/LTEL- Individual Reclassification Plan (IRP)