Attachment F

# DELEGATION OF AUTHORITY

**ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)**

The ELAC may designate the SSC, established pursuant to Education Code Section 52852, to function as the advisory committee for English learners (Education Code 54425).

# SCHOOL NAME:

1. Please indicate the dates when the ELAC took the following required actions to delegate its authority to the School Site Council:

Dates:

The school established an ELAC with **(insert number)** members.

The ELAC informed all members during a regular (non-election) meeting of the ELAC’s responsibilities, prior to a meeting to vote to delegate authority.

The ELAC duly informed its members of the option to delegate authority.

The ELAC voted to waive its rights and to delegate its authority to the SSC for no more than two years.

*Please confirm by marking the box:*

The meeting in which the ELAC voted to delegate its authority to the SSC was held subsequent to the informational meeting.

The meeting in which the ELAC voted to delegate its authority to the SSC had an established quorum.

The full membership unanimously approved of delegation of authority to the SSC. The decision by the ELAC to delegate its authority to the SSC is recorded in the ELAC minutes and will be maintained in a secure location at the school site for five years.

1. Please indicate the dates the SSC took the following required actions to complete the ELAC delegation of authority to the School Site Council:

Dates:

Voted to accept the responsibilities of the ELAC.

Submitted this form to the Educational Service Center Administrator of Parent and Community Engagement signed by the ELAC Chairperson and principal for final approval and confirmation.

Committed to participate in training to address all ELAC responsibilities.

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*Please confirm (by marking the box):*

The decision by the SSC to accept the responsibilities of the ELAC was recorded in the meeting minutes.

The ELAC meeting agenda, handouts, minutes, numbered ballots, and record of attendance was secured.

School Principal Signature Date

ELAC Chairperson Signature Date

SSC Chairperson Signature Date