



Multilingual Multicultural Education Department (MMED)

2024-25 Monthly Federal Program Monitoring EL Program Task Calendar & Checklist

Level	Due Date	Principal To Certify 1 st Semester Items Listed Below By: January 31, 2025 ¹	Upload ²
August			
All	8/30/2024	FPM EL 14: Organize EL classrooms according to Master Plan guidelines	YES
All	8/30/2024	FPM EL 13: Hold Master Plan Instructional Program Options Informational Meeting grades 1-12	NO
All	8/30/2024	FPM EL 12: Provide Initial ELPAC & Initial Alternate ELPAC training for all test examiners	NO
Elem	8/30/2024	FPM EL 13: Conduct 3 Kindergarten Orientation Meetings on the Master Plan Instructional Programs for newly enrolled ELs	NO
Elem	8/30/2024	FPM EL 14, 15: Implement the ELD instructional block/schedule for the school site	YES
Sec	8/30/2024	FPM EL 14: Review assigned ELD Placement for accuracy	NO
September			
All	9/10/2024	FPM EL 3: Send the Initial Notification of Enrollment letter within 30 days (by September 10, 2024)	NO
All	9/10/2024	FPM CE 09: Send the Annual Notification of Assessment Results and Confirmation of Program Placement (by September 10, 2024)	NO
All	9/10/2024	FPM EL 3: Administer and send results for Initial ELPAC & Initial Alternate ELPAC within 30 calendar days	NO
All	9/30/2024	FPM EL 12: Plan and implement EL-specific professional development	YES
All	9/30/2024	FPM EL 15: Monitor EL SSPT school-wide to establish baseline interventions	YES
All	9/30/2024	FPM EL 14: Classes with ELs need EL service section attributes in MiSiS	NO
All	9/30/2024	FPM EL 15: Establish and train Student Support and Progress Team (SSPT)	NO
All	9/30/2024	FPM EL 03: Create Blue Master Plan folder for any newly identified English Learner	NO
October			
All	10/2/2024	Correct all EL Program data in MiSiS for Fall Language Census, October 2, 2024	NO
All	10/31/2024	FPM EL 12: Conduct classroom observations of Designated and Integrated ELD	NO
All	10/31/2024	Identify staff/team support for PLTEL/LTEL using the designee form	NO
November			
All	11/22/2024	FPM EL 15: Establish Individual Reclassification Acceleration Plans (IRAPs) for PLTEls and LTEls, Parent Meeting #1	YES
Elem	11/22/2024	FPM EL 10: Monitor RFEP data school-wide SSPT ³	YES
December			
All	12/20/2024	FPM EL 10: Hold Parent Consultations for ELs who have met reclassification criteria	NO
All	12/20/2024	FPM EL 13: Maintain the Master Plan Instructional Program Options Log	NO



Multilingual Multicultural Education Department (MMED) 2024-2025 Monthly EL Program Task Calendar & Checklist

Level	Due Date	Principal To Certify 2 nd Semester Items Listed Below By: June 25, 2025 ¹	Upload ²
January			
All	1/31/2025	FPM EL 13: Hold Master Plan Instructional Program Options Informational Meeting for parents of ELs in grades 1-12 #2	NO
All	1/31/2025	FPM EL 14: Enter EL service section attributes in MISIS for all classes with ELs	NO
Sec	1/31/2025	FPM EL 10: Monitor RFEP student progress school-wide as part of SSPT	YES
Sec	1/31/2025	FPM EL 15: Monitor EL student progress as part of SSPT	YES
Sec	1/31/2025	FPM EL 14, 15: Monitor ELD courses placement	NO
February			
All	2/28/2025	FPM EL 03: Provide Summative ELPAC and Summative Alternate ELPAC training	NO
All	2/28/2025	FPM EL 12: Submit 5x8 classroom observations of Designated and Integrated ELD	YES
March			
Elem	3/31/2025	FPM EL 10: Monitor RFEP student progress as part of SSPT ³	YES
Elem	3/31/2025	FPM EL 15: Monitor EL student progress as part of SSPT ³	YES
April			
All	4/30/2025	FPM EL 12: Held a minimum of 3 dELD/iELD staff PDs	YES
All	4/30/2025	FPM EL 12: Conduct classroom observations of Designated and Integrated ELD (dELD/iELD)	NO
May			
All	5/30/2025	FPM EL 10: Reclassify all ELs who have met reclassification criteria	NO
All	5/30/2025	FPM EL 13: Maintain the Master Plan Instructional Program Options Log, 2nd Semester	NO

1 EL Instructional Online Accountability System (OLAS) due dates may change due to state and/or federal requirements.

2 The EL Designee/TSP Advisor is responsible for ensuring that each referenced accountability item requires that evidence be uploaded to OLAS.

3 Monitoring EL/RFEP student progress is an ongoing process to inform targeted academic and/or linguistic instruction or intervention support.