

Multilingual Multicultural Education Department (MMED) 2023-2024 Monthly EL Program Task Calendar & Checklist

School Level	Due Date	Principal To Certify 1 st Semester Items Listed Below By: January 31, 2024 ¹	OLAS Upload Item ²	Item Uploaded
August				
All	8/31/2023	Organize EL classrooms according to Master Plan guidelines (FPM: EL 14)	YES	<input type="checkbox"/>
All	8/31/2023	Hold Master Plan Instructional Program Options Informational Meeting grades 1-12 (FPM: EL 13)	NO	
All	8/31/2023	Provide Initial ELPAC & Initial Alternate ELPAC training for all test examiners (FPM: EL 12)	NO	
Elem	8/31/2023	Conduct 3 Kindergarten Orientation Meetings on the Master Plan Instructional Programs for newly enrolled ELs (FPM: EL 13)	NO	
Elem	8/31/2023	Implement the ELD instructional block/schedule for the school site (FPM: EL 14, 15)	YES	<input type="checkbox"/>
Sec	8/31/2023	Review assigned ELD Placement for accuracy (FPM: EL 14)	NO	
September				
All	9/13/2023	Send the Initial Notification of Enrollment letter within 30 days (by September 13, 2022) (FPM: EL 3)	NO	
All	9/13/2023	Send the Annual Notification of Assessment Results and Confirmation of Program Placement (FPM: CE 09)	NO	
All	9/29/2023	Plan and implement EL-specific professional development (FPM: EL 12)	YES	<input type="checkbox"/>
All	9/29/2023	Monitor EL SSPT school-wide to establish baseline interventions (FPM: EL 14, 15)	YES	<input type="checkbox"/>
All	9/29/2023	Classes with ELs need EL service section attributes in MiSiS (FPM: EL 14)	NO	
All	9/29/2023	Administer assessment results for Initial ELPAC & Initial Alternate ELPAC within 30 calendar days of enrollment (or 2 weeks of student enrolling) (FPM: EL 3)	NO	
All	9/29/2023	Establish and train Student Support and Progress Team (SSPT) (FPM: EL 15)	NO	
All	9/29/2023	Create a blue Master Plan folder for any newly identified English Learner (FPM: EL 03)	NO	
October				
All	10/4/2023	Correct all EL Program data in MiSiS for Fall Language Census, October 4, 2023	NO	
All	10/31/2023	Conduct classroom observations of Designated and Integrated ELD (FPM: EL 12)	NO	
All	10/31/2023	Identify staff/team support for PLTEL/LTEL using the designee form	NO	
November				
All	11/30/2023	IRPs for PLTELEs and LTELEs, Parent Meeting #1 (Monitor EL Progress: FPM: EL 15)	YES	<input type="checkbox"/>
Elem	11/30/2023	Monitor RFEP data school-wide SSPT ³ (FPM: EL 10)	YES	<input type="checkbox"/>
December				
All	12/15/2023	Hold Parent Consultations for ELs who have met reclassification criteria (FPM: EL 10)	NO	
All	12/15/2023	Maintain the Master Plan Instructional Program Options Log (FPM: EL 13)	NO	



Multilingual Multicultural Education Department (MMED) 2023-2024 Monthly EL Program Task Calendar & Checklist

School Level	Due Date	Principal To Certify 2 nd Semester Items Listed Below By: June 23, 2024 ¹	OLAS Upload Item ²	Item Uploaded
January				
All	1/31/2024	Hold Master Plan Instructional Program Options Informational Meeting for parents of ELs in grades 1-12 #2 (FPM: EL 13)	NO	
All	1/31/2024	Classes with ELs need EL service section attributes in MiSiS (FPM: EL 14)	NO	
All	1/31/2024	Provide Summative ELPAC and Summative Alternate ELPAC training (FPM: EL 03)	NO	
Sec	1/31/2024	Monitor RFEP student progress school-wide as part of SSPT (FPM: EL 10)	YES	<input type="checkbox"/>
Sec	1/31/2024	Monitor EL student progress as part of SSPT (FPM: EL 15)	YES	<input type="checkbox"/>
Sec	1/31/2024	Monitor ELD/LTEL courses placement (FPM: EL 14, 15)	NO	
February				
All	2/29/2024	Submit 5x8 classroom observations of Designated and Integrated ELD (FPM: EL 12)	YES	<input type="checkbox"/>
March				
Elem	3/29/2024	Monitor RFEP student progress as part of SSPT ³ (FPM: EL 10)	YES	<input type="checkbox"/>
Elem	3/29/2024	Monitor EL student progress as part of SSPT ³ (FPM: EL 15)	YES	<input type="checkbox"/>
April				
All	4/30/2024	Held a minimum of 3 dELD/iELD staff PDs (FPM: EL 12)	YES	<input type="checkbox"/>
All	4/30/2024	Conduct classroom observations of Designated and Integrated ELD (FPM: EL 12)	NO	
May				
All	5/31/2024	Reclassify all ELs who have met reclassification criteria (FPM: EL 10)	NO	
All	5/31/2024	Maintain the Master Plan Instructional Program Options Log, 2 nd Semester (FPM: EL 13)	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.