

2021-2022 END OF YEAR LPAC GUIDANCE

Reclassification as English Proficient, Program Exit, and Parental Notification of Progress



SPRING 2022

- Utilize the [2021-2022 Emergent Bilingual/English Learner Reclassification Criteria Chart](#) to determine appropriate reclassification criteria per grade level.
- Conduct Language Proficiency Assessment Committee (LPAC) End of Year (EOY) Review of all emergent bilingual (EB) students, including served EB students, EB students with parental denial, and students in their first two years of monitoring after reclassification. **The LPAC may use the following provisions, as needed, through the remainder of the 2021-2022 school year:**
 - Alternative meeting methods, such as
 - Phone or video conferencing
 - Use of electronic signatures that adhere with local education agency (LEA) policy
 - Optional LPAC parent representation (although highly encouraged) due to extenuating circumstances where the parent is unable to participate in-person or remotely
- Ensure coordination between the LPAC and the Annual Review and Dismissal (ARD) Committee for emergent bilingual students who are also served through special education.
- If all necessary assessment results have been received for LPAC's decision for reclassification, **send [Parent Notification on Student Progress](#)** to parents of:
 - EB students reclassifying and exiting program services (or EB students reclassifying with parental denial of services),
 - EB students reclassifying and continuing dual language immersion (DLI) program services,
 - students moving from Monitoring Year 1 (F) after reclassification to Year 2 (S), or
 - students completing Year 2 of monitoring.
- Send [Parent Notification of Reclassification and Approval of Program Exit](#)**, if reclassification is NOT pending any assessment results, to parents of EB students who are:
 - reclassifying and exiting program services or
 - reclassifying and continuing DLI program services.
- Prepare *Parent Notification on Student Progress* and *Parent Notification of Reclassification and Approval of Program Exit* forms for EB students who are reclassifying pending any assessment results. See below in Summer 2022 for instructions for a member of the LPAC to complete this process.**
- Send TELPAS reports (if available) to all parents of emergent bilingual students, including EB students with parental denial. Report dates can be found on the [2021-2022 Student Assessment Testing Calendar](#).**

SUMMER 2022

- For emergent bilingual (EB) students reclassifying pending any assessment results, when necessary results are received during the summer, a member of the LPAC follows through with the LPAC reclassification decision made at the EOY as follows:
 - If assessment results confirm the LPAC decision for reclassification, the LPAC representative **sends** the *Parent Notification on Student Progress* and *Parent Notification of Reclassification and Approval of Program Exit* forms that were prepared at EOY (Spring 2022).
 - If assessment results do not confirm the LPAC decision for reclassification, the LPAC representative **does not send** parent forms prepared at EOY; the parents of these students will receive a *Parent Notification on Student Progress* form at the beginning of the year (BOY) for continuation of EB student identification and participation in program services, as applicable.
- Prepare [PEIMS code](#) changes for EB students who are reclassifying as follows:**
 - Reclassification: EB/EL Indicator Code changes from EB/EL (1) to Monitor Year 1 (F); the EB/EL Indicator code change is effective on the first day of the 2022-2023 school year.
 - Exit: Removal of Parental Permission Code and Bilingual, ESL, or Alternative Language Program Code
 - If parental approval of exit is received on or before the first day of the 2022-2023 school year, the exit is effective on the first day of school.

- If parental approval of exit has not yet been received on or before the first day of the 2022-2023 school year, the exit is effective on the date of parental approval of exit.
- If the student is continuing program participation after reclassification, Parental Permission Code indicates program continuation (G) and the appropriate program code (Bilingual, ESL, or Alternative Language) is indicated. Based on the goals of the program, the LPAC would only recommend program continuation after reclassification for dual language immersion one-way or two-way program models (Bilingual Program Type Code 4 or 5).

FALL 2022

- **Ensure** parental approval of exit is obtained promptly. Students must remain in their bilingual or English as a second language (ESL) program until parental approval of exit has been obtained, even though they have been reclassified as English Proficient. Parental approval of program exit can be obtained in writing, through a documented phone conversation, or by e-mail that is documented in writing and retained. Phone or email source must be verified.
- Within the first 30 calendar days of the 2022-2023 school year, **send** *Parent Notification on Student Progress* form to parents of:
 - Emergent bilingual students continuing bilingual or ESL program services and
 - Emergent bilingual students with a parental denial.

Note: Within this communication, it is important to provide explanation for a program change when the student has participated in a bilingual program in elementary grades and will be participating in a secondary ESL program if the bilingual program has not extended into secondary. Additionally, the Program Code in [PEIMS](#) will be adjusted accordingly with a start date of the first day of the 2022-2023 school year.

- **Communicate** to teachers the status of EB students continuing in program services, continuing as identified EB students with a parental denial of services, and those who are entering year 1 of monitoring after reclassification. Additionally, communicate most current language proficiency levels of each student as well as the documented linguistic supports used by previous teachers.

RESOURCES

- [2021-2022 Emergent Bilingual/English Learner Reclassification Criteria Chart](#)
- TSDS PEIMS [Code Guide](#) for Bilingual and ESL Program Association
- [Texas Education Data Standards](#) (TSDS Web-Enabled Data Standards)
- [2021-2022 Student Assessment Testing Calendar](#)
- LPAC Resources: [Review and Reclassification](#)