













1 Parent Notification Forms (12-13 Official CELDT Score Reports) Deadline: March 1st

-  On pre-filled Parent Notification Forms, please check appropriate program placement
-  Mail Score Report **along** with pre-filled Parent Notification Form
-  File a Score Report **along** with pre-filled Parent Notification Form in **EL Blue Folder**
-  Update EL CELDT Information on **BLUE FOLDER**
-  Place **CELDT Label** Sticker on CUM
-  Provide CELDT Information to student's teacher(s)


2 Reclassification Deadline: ASAP, but before the next trimester OR Semester ends

- Reclassification Forms have been **provided** and **pre-filled**
- Schedule Reclassification Meetings – *Ensure forms are signed, dated, and box is checked*
-  Send copies of signed Reclassification Forms to Deidre Burcham @ ISS
-  Place a copy of Reclassification Form in students **EL Blue Folder**



3 District Monitoring Forms Twice a year Elementary: 1st & 2nd Trimester/Secondary: 1st & 2nd Semester

- Share with staff information re: RFEP students who are in the Monitoring Phase
-  Complete Monitoring Form using students' teacher(s) input
-  Submit a copy of Monitoring Form to Deidre Burcham @ ISS

4 New EL Enrollees (ongoing) Deadline: **30 days from student's enrollment**

- Ensure designated school secretary is providing you with newly enrolled EL student
- If applicable, request CELDT scores from former school
- If child is new to the state, student will automatically be given the CELDT
-  Submit students completed test booklet to Deidre Burcham @ ISS. Ensure student's demographic information has been **bubbled** on test booklet.

OR

-  Submit former school's CELDT information to Deidre Burcham @ ISS
-  Provide CELDT Information to students teacher(s)
- After district receives official CELDT Scores, it will be determined if this is an **EL** or **IFEP**