Audit Checklist for ELL 1701 Students

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Annual Language Assessment (oral, reading & writing)
	+ Date (before Sept 30th) and levels indicated on assessment
	+ On Going Review: periodic samples of unedited writing, assignments, tests, classroom worksheets, essays reports etc)
* 2. Annual Instruction Plan (AIP)
	+ Completed by Sept 30th for extra funding
	+ Review throughout the year
	+ Add but do not delete information
* 3. Specialized ELL Services and Documentation
	+ This could include a planner/weekly schedule or student timetable (secondary)
* 4. Regular Reporting
	+ ELL Teachers will report on progress in English language acquisition on the space provided on the student report card (see new reporting guidelines)
	+ This should include:
		- Student language proficiency
		- Language development services
		- Literacy goals
		- Ways the family can support
	+ Classroom teachers will report on student growth, next steps and strategies/supports provided (see new reporting updates)
* 5. Planning and Delivering Services by ELL Specialist (Documentation)
	+ This can include teacher collaboration, emails, presentations, student logs etc
* 6. Additional ELL Services Provided (Documentation)
	+ Individual and/or small group instruction
	+ Pull out services
	+ ELL Services within the classroom
	+ Classroom adaptations