

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** November 6, 2020

**To:** All School Principals

**Subject:** SITE AND DISTRICT-LEVEL ENGLISH LEARNER ADVISORY COMMITTEES (ELAC/DELAC)

**Department and/or Persons Concerned:** Principal, Vice Principals, English Learner Coordinators, and ELAC Advisors

**Due Date:** October 16, 2020 if unable to meet deadline, please submit as soon as possible.

**References:** California Education Code Section 52176 California Code of Regulations Section 11308

**Action Requested:** Complete the [2020-21 ELAC Response Form](#) (Google Form) online.

**Links:**

1. [Steps for Delegating ELAC's Responsibilities to the SSC](#)
2. [2020-2021 DELAC Meeting Schedule](#)

**Brief Explanation:**

**Basic Requirements for Site-Level English Learner Advisory Committee (ELAC)**

Any elementary or secondary school with 21 or more English Learners (ELs) in attendance must form a functional English Learner Advisory Committee (ELAC). A committee of three to five members is recommended. The state **parent composition requirement** says that the percentage of parents of current ELs (not Initially Fluent English Proficient [IFEP] or Reclassified Fluent English Proficient [RFEP]) on the committee must be at least the same as the percentage of current ELs represented in site's total enrollment.

The primary purpose of the ELAC is to advise the principal, staff, and School Site Council (SSC) regarding issues relating to programs and services for ELs. On at least an annual basis, the ELAC is to complete the following **legal tasks**:

- a) Advise the principal and staff on the development of a site plan for English learners and submitting the plan to the School Site Council (SSC) for consideration of inclusion in the School Plan for Student Achievement
- b) Advise the principal and staff on the school's efforts to make parents aware of the importance of regular school attendance
- c) Assist in the development of a schoolwide needs assessment.

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- d) Elect at least one member to the District English Learner Advisory Committee (DELAC).

**New this year**, to give more parents/guardians the opportunity to participate, the term of office for ELAC is now twelve months. Therefore, if your site has not held elections within the past twelve months, you need to hold an informational meeting to give parents the opportunity to be nominated to participate in this year's ELAC.

In elections for the ELAC:

1. Only parents/guardians of current ELs elect members of the committee.
2. All parents/guardians of ELs are provided the opportunity to vote.

Once established, an ELAC has the responsibility to elect one parent of a current EL to serve as the site's representative to the District English Learner Advisory Committee (DELAC). The ELAC may also select another committee member to serve as their second representative. The second representative may be the parent of an EL, IFEP, RFEP, or English only student.

An ELAC **may delegate** its responsibilities to an existing SSC **provided that the parent portion of the SSC meets the parent composition requirement** mentioned above. (See also [\*Steps for Delegating ELAC's Responsibilities to the SSC\*](#)). In order to do this, the ELAC **must first be elected and trained as to its legal responsibilities**, and then vote to delegate those responsibilities to the SSC. This approval is valid for twelve months. The SSC would then need to vote to accept taking on ELAC responsibilities, be trained on those responsibilities, and be accountable for carrying out all required legal functions of the ELAC for the applicable twelve-month time period.

### **District English Learner Advisory Committee (DELAC) Information**

Because our district has more than 50 ELs enrolled, it is required to establish a DELAC made up of one representative from each site-level ELAC. The San Diego Unified DELAC meets throughout the year in a collaborative effort to improve educational opportunities for ELs and facilitate parent involvement. This committee encourages public support for, and engagement in, EL programs.

Parents/guardians of current ELs must constitute a majority of the membership of the DELAC. It is important that each school site ELAC elect one or two DELAC representatives and arrange to have one representative attend every DELAC meeting. Site administrators are encouraged to attend DELAC meetings together with the site's DELAC representative.

In order to have voting rights, a site's first DELAC representative must be the parent/guardian of a current EL student (not RFEP or IFEP). If a site has a second DELAC representative, s/he may be the parent/guardian of an EL, RFEP, or IFEP student. Children of representatives must be currently enrolled at the school site represented.

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DELAC meetings for the 2020-2021 school year will be held via Zoom. Spanish interpretation is provided at each meeting. Staff members may contact the Office of Language Acquisition to arrange interpretation in other languages. View the 2020-2021 DELAC meeting schedule [here](#).

All sites are required to please complete the online [ELAC Response Form](#) by October 16, 2020.

**If your ELAC elections are held after October 16, 2020, please re-submit an updated form online so your site will be considered in compliance with this state requirement and your site's DELAC representative will have voting rights at DELAC meetings.**

The ELAC Advisor is a school staff member such as an EL Coordinator, teacher or administrator, who is responsible for coaching and guiding the ELAC at the school site. OLA will hold **ELAC Office Hours** to support ELAC Advisors in establishing a functional ELAC. Check the OLA website for additional information.

Questions regarding ELACs and the DELAC may be directed to Regina Serbin at [rserbin@sandi.net](mailto:rserbin@sandi.net) or Nevada Allen at [nallen@sandi.net](mailto:nallen@sandi.net).



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Distribution: Lists A, B, D, E, and F

Link: Link 1 – [Steps for Delegating ELAC's Responsibilities to the SSC](#)  
Link 2 – [2020-2021 DELAC Meeting Schedule](#)