

ADMINISTRATIVE CIRCULAR NO. 83
Leadership and Learning Division

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 26, 2015

To: All Principals

Subject: DESIGNATION OF A SITE ENGLISH LEARNER COORDINATOR

**Department and/or
Persons Concerned:** Principals

Due Date: June 30, 2015

Reference: Administrative Procedure No. 4252

Action Requested: Designate a Site English Learner Coordinator and submit the
“2015-2016 Site English Learner Coordinator” Form

Attachment: A. 2015-2016 Site English Learner Coordinator Form

Brief Explanation:

Each site, using a system and resources determined by the principal, is required to properly identify, assess, and report all newly enrolled students who have a language other than English shown on their Home Language Survey, and ensure ongoing compliance with state and federal mandates and timelines pertaining to English Learners (ELs), with assessment done, parent notification conducted, and other records created, over the course of each school year.

During the first six weeks of school, the work is primarily focused on creating and implementing a system at the site so that:

- a) The requisite EL operational and compliance processes are well implemented and mandatory deadlines are met;
- b) Parents are informed of their child’s status as an EL and of his or her placement in one of the three state-mandated program options for ELs;
- c) CELDT Initial (for new district enrollees) and Annual (for continuing ELs) Assessments are promptly administered, scored, documented electronically, and submitted to Assessment Services for official scoring by the CDE;
- d) Primary language assessments for newly identified ELs are administered, scored, documented electronically, and parents are notified of the results;
- e) ELs are clustered and purposefully placed in Elementary classrooms and in Secondary English/ELD/ESL and other core courses to facilitate provision of optimal designated and integrated ELD and access to core curriculum instruction; and
- f) Teachers are made aware of which of their assigned students are ELs, and of the linguistic profile of, and optimal instruction for, each of those students.

This process is ongoing throughout the year as new-to-the district students continue to enroll and EL students transfer in from other district schools.

Once official CELDT scores are received from the CDE, additional documentation, teacher and parent communication/notification and outreach are required, along with the identification and processing of potential candidates for reclassification from EL to Reclassified Fluent English Proficient (RFEP) status.

Being mindful of these requirements, at this time, we ask that you:

- 1. Identify a staff member assigned to your site who would be well suited for handling these mandatory EL compliance responsibilities, including the oversight of Initial and Annual CELDT assessment, and to serve in the role of “Site English Learner Coordinator” for your school during the 2015-2016 school year, and**
- 2. Send us contact information for that person by completing and returning the attached form.**

The individual you designate as Site EL Coordinator may be a certificated or classified employee. The official job title of this individual might include any of the following: principal, vice principal, in-school resource teacher, project resource teacher, counselor, dean of students, part-time teacher, retired teacher, classroom teacher, ESL assistant, classroom assistant, office staff member, or guidance assistant.

We will use the information you submit to create a Site EL Coordinator listserv, and use it to disseminate information about training and support for EL compliance relating to the 2015-2016 school year. Each principal should notify the Site EL Coordinator that he/she has been designated and will be on the listserv. If a Site EL Coordinator unsubscribes to a listserv, all emails concerning EL compliance training will default to the principal.

Completed forms should be sent to Marilyn Snovel, Office of Language Acquisition, Ed. Center, Room 2008, faxed to (619) 686-6772 or emailed to msnovel@sandi.net by June 30, 2015

If you have questions or need to update information on the form after it is originally submitted, please contact the Office of Language Acquisition at (619) 725-7264.

Debra Dougherty
Program Manager
Office of Language Acquisition

APPROVED:



Jim Solo
Executive Director
Leadership and Learning Division

Attachment

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

**Office of Language Acquisition (OLA)
2015-2016 Site English Learner Coordinator Form**

Each site, using a system and resources determined by the principal, is required to properly identify, assess, and report all newly enrolled students who have a language other than English shown on their Home Language Survey, and ensure ongoing compliance with state and federal mandates and timelines pertaining to English Learners (ELs), with assessment done, parent notification conducted, and other records created, over the course of each school year.

We ask that each site principal identify a staff member* to serve in the role of “Site English Learner Coordinator” for the 2015-2016 school year, and submit that individual’s information to OLA by completing and returning this form by no later than June 30, 2015.

Date:
School Name:
Principal Name:
Name of Individual Designated to Serve in the Role of Site EL Coordinator for the 2015-2016 School Year:
<div style="border-top: 1px solid black; display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <i>(First Name)</i> <i>(Last Name)</i> </div>
Official District Job Title of Designated Site EL Coordinator:
ID Number of Designated Site EL Coordinator:
Email Address of Designated Site EL Coordinator:
Phone Number (including extension) of Designated Site EL Coordinator:

**The individual designated as Site English Learner Coordinator may be a certificated or classified employee. The official job title of this individual might be any of the following: principal, vice principal, in-school resource teacher, project resource teacher, counselor, dean of students, part-time teacher, retired teacher, classroom teacher, ESL assistant, classroom assistant, office staff member, or guidance assistant.*

If you need to update the information you are providing on this form at a future date, please re-submit the form with the updated information at that time, or call OLA at (619) 725-7264 to provide the updated information.

Please retain a copy of this form for your records.

Send, fax, or scan and email the form by *June 30, 2015* to:

Office of Language Acquisition

Attention: Marilyn Snovel

School Mail: Ed Center, Room 2008

Fax: (619) 686-6772; Email: msnovel@sandi.net