## APPENDIX V - 70

# Office Stars

# Language Acquisition Department July 2020







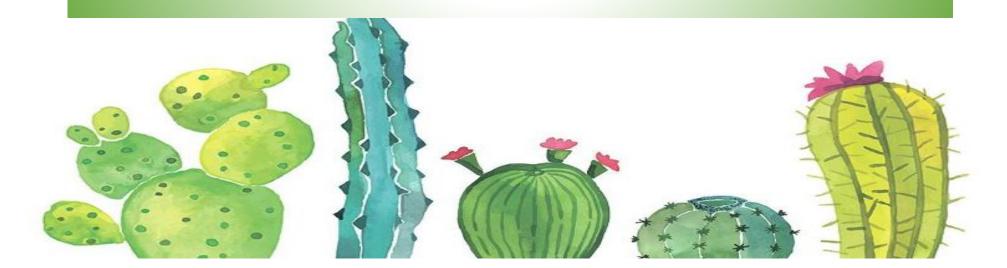


## Who do we serve...

PHLOTE students - Students whose Primary Home Language is Other Than English as determined on the registration form and Home Language Survey (HLS)



- Be fully present and engaged
- Keep your mic on mute
- Respond to and ask questions in the Chat Box (Our team will do our best to answer questions)



- Welcome
- Think and Chat Responses
- ADE Compliance for PHLOTE students and English Language Learners
  - ➤ Identifying and Placing PHLOTE Students for Appropriate Services
    - ✓ Online Registration form, HLS, and AZELLA Results
  - ➤ Creating and Maintaining PHLOTE file within the Student's Cumulative folder







## Share Responses in Chat

• What is the name of your school?



What position do you hold?



• How does your school's Atmosphere shout "Welcome" to everyone?



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Participants will be able to maintain ADE compliance for **PHLOTE** students in Synergy and Cumulative folders by:

- Identifying **PHLOTE** students
- Collecting a completed and signed HLS for <u>ALL new students registering in TUSD</u>
- Uploading HLS to Synergy and filing the original in student's Cum folder
- Adhering to initial language response for returning **PHLOTE** students
- Ensuring PHLOTE students are placed in an appropriate designated classroom
- Organizing forms needed for documentation based on student's status
- Maintaining PHLOTE documentation records as an on-going process

Primary
Home
Language
Other
Than
English



We are all lifelong learners!

## Elementary ELD/LIEL/TWDL Models



Page 11 0f 139 Language Acquisition Department Elementary SEI/LIEL/TWDL Models

J			
	School Name:	Principal:	Date:

**Dual Language Model (TWDL):** For Dual Language classrooms include the name of the

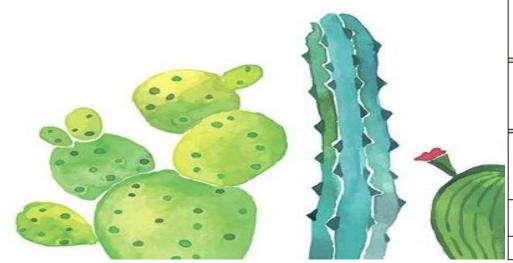
SEI/SEI-B (SEI Blend) Please note: (SEI-B formerly SEI Mix)

LIEL (Low Incidence EL) Please note: (LIEL formerly ILLP)

 Principals received an Elementary designation sheet in May 2020

 Principals may be asked to revised the designation sheet, once AZELLA scores are reviewed by Language Acquisition

		(Ser bieno)	(cow incidence cc)	TA 5 IVallie	18 11111
К					
1st					
2nd					
3rd					
4th					
5th	<u> </u>				
2					
ELD Itiner	l ant or Resource Teacher:				
	Reminder: Place all ELs in a cr				





## Identifying and Placing PHLOTE and or EL Students

### Program Placement Flow Chart

Responses on the three language questions on the Registration Form and the Home language Survey (HLS)

If all three responses are "English" on the Registration Form and HLS...

Place the student in a mainstream program, or if requested and qualified, in a Two Way Dual Language Program (TWDL) If the response to one or more questions is other than "English"...

> Administer AZELLA

\*Please Note\*

### For students Re-registering in TUSD 1:

The responses to the three language questions on the <u>initial</u> registration and HLS forms is what will determine student placement in the appropriate language program.

#### New Students to District:

Check with your Language Assessment Coordinator (Language Acquisition) for EL status before test administration or placement.

If the student scores "Proficient", the student becomes an IFEP, then the student is placed in mainstream or, if requested and qualifies, in TWDL

If student does not score "Proficient", the student becomes an English Learner (ELs); is placed in an SEI, LIEL or, if requested and qualifies, in TWDL



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Page: 1 of 1 0:00:00

SIS Num. / EdFi Num.	Name DOB	Grade	Teacher / Designation	STU PRG	PHL	EE	Status		Oral SS Prof.	Reading SS Prof.	Writing SS Prof.	Total SS Prof. *	Over-all Prof.
0123456789 / 12345678	Last Name, First Name D.O.B	KG	Teacher SEI	SEI-2HR	Arabic OEO English	N	ELL	08/14/2019				203 PEE	PEE
0123456789 / 12345678	Last Name, First Name D.O.B	KG	Teacher Bilingual		Arabic OOO Arabic	N	I-FEP	08/13/2019				262 P	P
0123456789 / 12345678	Last Name, First Name D.O.B	KG	Teacher		Spanish OEO English	N							
0123456789 / 12345678	Last Name, First Name D.O.B	1	Teacher Bilingual	Waiver-1	Spanish OOO Spanish	N	ELL	8/15/2019	246 I	232 I	269 P	2378 I	I
0123456789 / 12345678	Last Name, First Name D.O.B	1	Teacher SEI	SEI-2HR	Spanish OOO Spanish	N	ELL	02/25/2019	PEB	PEB	231 I	2268 B	В
0123456789 / 12345678	Last Name, First Name D.O.B	1	Teacher		Spanish OOO English	N	R-FEP	02/26/2019	300 P	266 P	262 P	2383 P	P
0123456789 / 12345678	Last Name, First Name D.O.B	2	Teacher LIEL (Pull-Out)	(Pull-Out)	Spanish OOO English	N	ELL	08/18/2017	232 I	207 PEB	203 PEB	2390 PEE	PEE
0123456789 / 12345678	Last Name, First Name D.O.B	2	Teacher	PW-ELL	Spanish OOO Spanish	N	*PAR-WD	03/05/2018	PEB	PEB	182 PEB	2255 B	В
0123456789 / 12345678	Last Name, First Name D.O.B	3	Teacher		Spanish OOO Spanish	N	R-FEP	03/05/2018	281 P	302 P	301 P	2485 P	Р
0123456789 / 12345678	Last Name, First Name D.O.B	4	Teacher		Spanish OOO Spanish	Y	*R-IEP	02/07/2019	PEB	258 P	272 P	2461 I	I
0123456789 / 12345678	Last Name, First Name D.O.B	5	Teacher		Spanish OOO Spanish	И	R-FEP	03/03/2017	283 P	273 P	400 P	2515 P	Р

#### PHLOTE List Key

- SIS Num. / EdFi Num.= Student SIS# (Matric/Permanent ID) and (SAIS/SSID)
- 2. Name/DOB= Student Name/Date of Birth
- Grade
- 4. Teacher/Designation= Teacher and Class Designation
- 5. Prg= Student Program Participation in ELD/Bilingual (TWDL) or Withdrawn by Parent

Blank= No Program

SEI = Receiving Participation for Placement in an ELD Class

LIEL = Low Incidence English Learner (Pull-Out)

Waiver 1/Waiver 2 = Receiving Participation for Placement in a

Bilingual (Two Way Dual Language=TWDL) Class

PW-ELL = Student is Withdrawn from ELD services by Parent Request

- 6. PHL= Primary Home Language Other Than English & 3 Language Question Responses
  - E= English
  - O= Language Other Than English
- EE= Exceptional Ed. (Yes or No)
- 8. ELL Status= Student Status

Blank = Awaiting Upload for Current Test Results/Status

ELL = English Language Learner

\*PAR-WD= Withdrawn from ELD Services by Parent Request (Required to take AZELLA until Proficient)

\*R-IEP= Withdrawn from ELD Services by IEP Decision (Not Required ELD or AZELLA Testing)

R-FEP= Reclassified (No longer qualified for ELD services)

I-FEP= Initial English Proficient (Does not qualify for ELD services).

9. Test Date= Most Resent Recorded AZELLA Test Date

- 10. Oral SS Prof.= Oral Scale Score and Proficiency Level
- 11. Reading SS Prof.= Reading Scale Score and Proficiency Level
- 12. Writing SS Prof.= Writing Scale Score and Proficiency Level
- 13. Total SS Prof.= Total Combined Scale Score and Proficiency Level
- Over-all Prof.= Overall Proficiency Level (Overrides Total Combined Proficiency Level)

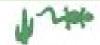
#### Proficiency Levels on PHLOTE list labeled:

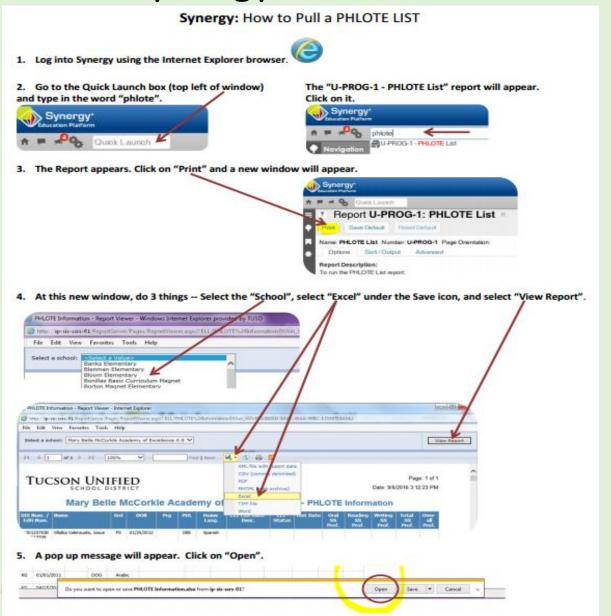
- · PEE Pre-Emergent/Emergent
- PEB Pre-Emergent/Basic
- B Basic
- I Intermediate
- P Proficient

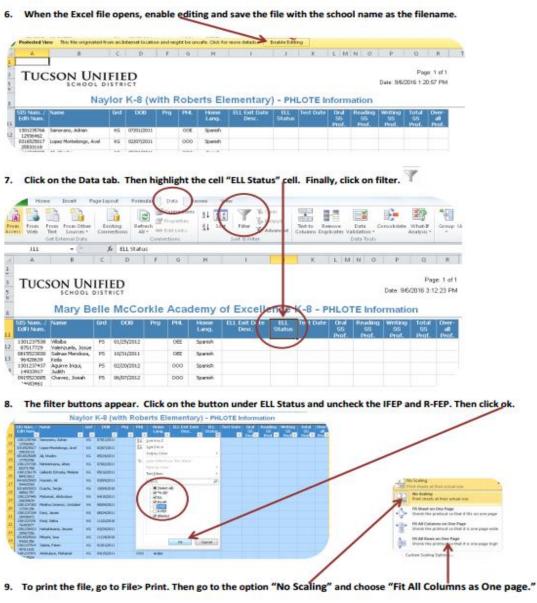
A student must be Proficient in Reading/Writing/Total Combined to be considered Overall Proficient



## Synergy: How to Access and Print a PHLOTE List







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Identifying and Placing
New PHLOTE
and/or EL Students
for
EL Services





# The Student Registration and Place PHLOTE students

#### PHLOTE Documentation **PHLOTE & STUDENT** TUCSON UNIFIED SCHOOL DISTRICT Registration Form **ENROLLMENT FORMS** Required for all students, EL and Non-EL ona Department of Education School: 1. Student Information (Please PRINT student name exactly as it appears of f English Language Acquisition Services Legal Last Name: Legal First Name: ☐Male ☐Female Home Language Survey The responses to this Home Language Survey (HLS) are used by the school to provide the most 2. Language appropriate instructional programs and services for the student. The answers below will determine if a student will take the Arizona English Language Learner Assessment What language do people speak in the home (AZELLA). Please respond to each of the three questions as accurately as possible. If you need to correct any of your responses, this must be done before the student takes the AZELLA Placement ☐ English ☐ Spanish ☐ Other \_\_\_\_\_ Test. most of the time? What language does the student speak *most* of the time? ☐ English ☐ Spanish ☐ Other 1. What language do people speak in the home most of the time? What language did the student first speak or understand? ☐ English ☐ Spanish ☐ Other \_\_\_\_\_ 2. What language does the student speak most of the time? □ plack/African American □ write ı∟ biačk/Aİrican American іБраніс/Танно □Yes □No □ Native Hawaiian/Pacific Islander Native Hawaiian/Pacific Islander ☐ Hispanic/Latino 3. What language did the student first speak or understand? 7. Home Address Residential Address: Mailing Address (if different): City: State: Zip: State: Zip: 8. Parents / Guardians - Must be Legal Guardians - Emergency Contacts listed below Student Name District Student ID Relationship: ☐ Mother ☐ Father ☐ Legal Guardian Interpreter needed? Tes No If yes, which language? Date of Birth SSID Last Name: First Name: Home Phone: Work Phone: Cell Phone: Parent/Guardian Signature District or Charter Military: □Active □Reserve Start Date: End Date:





#### Registration Form

School:							Grad	e:		School Yea	ar:	
1. Stud	ent Info	rmation (Please PR	INT student	name exa	ctly as it a	ppears on the	birth c	ertificate)				
Legal Last Name: Legal First Name:						Full Mic	ldle Name:		Gender:	35 1	Age:	
										□Male □	JFemale	
2. Lang	uage						3. Date	of Birth	4	l. Country	of Birt	h
What lang	guage do p	eople speak in the home	,				MM	DD	γγγγ	☐ United Sta	ates	
most of th	ne time?			]English □S	panish 🗆 O	ther				$\square$ Other $\_\_$		
What lan	guage does	the student speak most	of the time?	]English □S <sub> </sub>	panish 🗆 O	ther				US Only - Sta	te of Birtl	h:
What lang	guage did t	he student first speak or	understand?	]English □S <sub>l</sub>	panish 🗆 Ot	ther						
5. Race	and Eth	nicity (Check all t	hat apply)			6. Student's I	PRIMAR	Y racial/et	hnic ide	ntity (cho	ose only	y one)
Is this stu	dent	☐American Indian/A	laska Native	$\square$ Asian		☐American India	n/Alaska	Native	$\square$ Asian		☐ Mult	iracial
Hispanic/		☐Black/African Amer	rican	$\square$ White		□Black/African A	American		$\square$ White	2		
□Yes □	No	□Native Hawaiian/Pa	acific Islander			Native Hawaiian/Pacific Islander						
7. Hom	e Addre	ss										
Residenti	al Address		City:	State:	Zip:	Mailing Address	s (if differ	ent):		City:	State:	Zip:
8. Pare	nts / Gu	ardians - Must be I	Legal Guardi	ans –Emer	gency Co	ntacts listed b	elow					
۽ ۽	Relations	hip: □Mother □Fath	er 🗌 Legal Gua	ardian		Interpreter nee	eded? 🗆	Yes □No If	yes, which	h language?		
Relationship:   Mother   Father   Legal Guardian   First Name:					Home Phone: Cell Phone:			٧	Vork Phone:			
Guar Lives												
Last Name:    Continue							End Date:					

- TUSD will conduct online registration
- **Please Note** that when re-registering students in Synergy, the answers on the **initial/original** registration form are not to be changed regardless of what the parents complete on the new registration form

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#### Arizona Department of Education

Office of English Language Acquisition Services

#### Home Language Survey

The responses to this Home Language Survey (HLS) are used by the school to provide the most appropriate instructional programs and services for the student. The answers below will determine if a student will take the Arizona English Language Learner Assessment (AZELLA). Please respond to each of the three questions as accurately as possible. If you need to correct any of your responses, this must be done <u>before</u> the student takes the AZELLA Placement Test.

1. What language do people speak in the home *most* of the time?

3. What language did the stude	ent first speak or understand?						
tudent Name	District Student ID						
ate of Birth	SSID						
arent/Guardian Signature	Date						
istrict or Charter							
	Date						

- TUSD will conduct online registration where the required HLS will be sought.
- A hard-copy of this document will be sought once schools physically re-open.
- The HLS (PHLOTE Form) is needed to identify students to be assessed and determined to need services.
- This form may NOT to be altered.
- It should only be completed once.

## Chashige 100 of the Respiration of the Style 
- The three language questions in Synergy are not to be changed if already populated.
- If a change is needed, your office needs to contact the Language Acquisition
  Department for a Change of Response Form.
  - LAD will submit work order to TS for update.





## Sample AZELLA Report

### Student Report

#### **AZELLA**

Arizona English Language Learner Assessment Header Information **Placement** 



Diane Douglas

Superintendent of Public Instruction

Reporting Date: 99/99/9999 (Cycle 07)

#### How did FIRSTNA perform on the English Language Learner Assessment?

#### OVERALL PROFICIENCY LEVEL

Proficient students consistently understand social and Student academic English and can generate sentences, using a variety of grammatical structures. They read, **Proficiency** comprehend, and summarize information in grade-level text. These students write three- to and EL five-sentence paragraphs, using grade-level vocabulary and a variety of sentence structures. **Designation** Student is not eligible for ELL services.

> Intermediate students have a moderate understanding of social and academic English and can respond using a variety of simple sentences. They comprehend key details and main ideas of text read aloud to them. They have limited ability to decode and comprehend text read independently. They use basic vocabulary to write simple sentences.

Student is eligible for ELL services.

Basic students have a limited understanding of social and academic English and can respond using isolated words and simple phrases. They inconsistently comprehend key details and main ideas of text red aloud. These students have minimal ability to independently decode and comprehend text, they have minimal ability to write words, phrases, or simple

Student is eligible for ELL services

sentences.

Pre-Emergent / Emergent students have an extremely limited and inconsistent understanding of social and academic English. With instructional/ environmental support, these students can formulate simple phrases and sentences orally and in writing Student is eligible for ELL services.

Student: LASTNAME, FIRSTNA

SAIS ID#: 12345678 **Student Demographic Information** 99/99/9999 Birth Date:

Test Date: 99/99/9999

Grade: 99

Dist-Sch #: 999999 - 999999

School Name: Sample Elementary School District Name: Sample Unified School

#### Score Report \*A determination of Proficient on AZELLA requires a Proficient Score on the Reading and Writing Domain Scores as well as a Proficient Score on the Total Combined Score. Pre-Emergent Scale Score Emergent Basic Intermediate Proficient \*Total Combined 2313 Pre-Emergent / Scale Score Emergent / Basic Intermediate Proficient 216 'Reading \*Writing Listening Speaking 206 **Student Score Information** Language (Conventions/Vocabulary) 214 Oral (Listening/Speaking) Comprehension (Reading/Listening)



**AZELLA TEST RESULTS** 

Your school will receive two copies per student. One copy is filed in the student's cum folder and the second one is given to the parent/guardian



### Documentation and File Compliante for Prilott Students

Registration Form

Where the Cum Folder Documentation process begins

Home Language Survey (HLS)
 Collected in person, uploaded to Synergy and filed in cum folder

PHLOTE Documentation

- Copy of AZELLA test results each year (Cumulative)
- Parental Notification and Consent for Student Placement in an ELL Program (Cumulative)
- Parental Bilingual Education Waiver Application (TWDL) (if applicable)
- Parental Permission to Assess (if applicable)
- Parent Notification of Student Achievement of English Proficiency
- English Proficient Student Two-Year Review Form
- Parent Request for Student Withdrawal from an ELL Program (if applicable)
- ♣ Individual Language Learner Plan and Attachment AB = ILLP

Elementary No longer a program that is offered to ELs (Only applicable for years prior to 2020/21 SY)

Secondary No longer a program that is offered to ELs (Only applicable for years prior to 2020/21 SY)

English Language Learner Program Withdrawal by Special Education Criteria Not available to process as of Summer 2019

CHARLES CONTRACTOR OF THE PARTY	Е
Primary Home Language	К
<b>O</b> ther	К
Than English	К
(PHLOTE)	K K
Documentation	
PHLOTE	К

Documentation

differit 2013 10 Tiled 1					
SCHOOL	CHECKLIST for COMPLIANCE with PHLOTE DOCUMENTATION				
Student:	Matric:				
School:	Initial PHLOTE Grade & SY:				
	·				
Documentation for	PHLOTE students with NONE (Test Results Pending) Status:				
	Initial Registration Form				
	Initial Home Language Survey				
☐ Documentation for	students with I-FEP (Initially Fluent English Proficient) Status:				
	Initial Registration Form				
	initial Home Language Survey				
K123456789101112	The collected reports of English proficiency assessment (LAS, SELP, and/or AZELLA)				
	Copy of Permission to Assess Student with AZELLA (if applicable)				
K123456789101112	Copy of valid Waiver form for Bilingual Education (if applicable)				
	r students with ELL (English Language Learners) & *PAR-WD (Withdrawn				
Jrom ELD Services	by Parent Request) Status: Initial Registration Form				
	Initial Home Language Survey				
K123456789101112	The collected reports of English proficiency assessment (LAS, SELP, and/or AZELLA)				
	Copy of Permission to Assess Student with AZELLA (if applicable)				
	Copy of Parent Notification for Monitoring ELL's After Reclassification (if applicable)				
	Current Parental Notification and Consent Form for Student Placement in ELL Program				
K123456789101112	Copy of valid Waiver form for Bilingual Education (if applicable)				
K123456789101112	Copy of student's Individual Language Learner Plan (No longer required but may be in				
	student file from previous status)				
	Copy of Parent Request for Withdrawal from ELL Program Services for *PAR-WD status				
☐ Documentation for	students with R-FEP (Reclassified) (Two-Year Reclassified) Status:				
	Initial Registration Form				
	Initial Home Language Survey				
K123456789101112	The collected reports of English proficiency assessment (LAS, SELP, and/or AZELLA)				
	Copy of Parent Notification of Student Achievement of English Proficiency				
	Two-Year Review From(s)				
K123456789101112	Copy of valid Waiver form for Bilingual Education (if applicable)				
K123456789101112	Copy of student's Individual Language Learner Plan (No longer required but may be in				
1120400707101112	student file from previous status)				
	Copy of Parent Notification of ELLAR Monitoring (No longer required but may be in				
	student file from previous status)				
□ Documentation for	students with *R-IEP (Withdrawn from ELD Services by IEP Decision) Status:				
	Initial Registration Form				
	Initial Home Language Survey				
K123456789101112	The collected reports of English proficiency assessments (LAS, SELP, and/or AZELLA)				
	Copy of Permission to Assess Student with AZELLA (if applicable)				
	Copy of Parent Notification of Monitoring ELL's After Reclassification				
	Current Parental Notification and Consent Form for Student Placement in ELL Program				
K123456789101112	Copy of valid Waiver form for Bilingual Education (if applicable)				
K123456789101112	Copy of student's Individual Language Learner Plan (No longer required but may be in				
	student file from previous status)				
	Copy of Withdrawal from ELL Status by SPED Criteria Form				

# The Student Registration and Place PHLOTEstudents are used to Identify and place PHLOTEstudents

TUCS	SON UNIFIED			Ragisto	ration Form			PHLOT	
				Negisti				Cocument	Blanco Cardin
School	:				Grade:	School Year:			Arizona Department of Education
1. Stu	dent Information (Please Pi	RINT studen	t name exa	ctly as it	appears on the birth certificate)				Office of English Language Acquisition Services
Legal La	st Name:		Legal First	Name:	Full Middle Name:	Gender: □Male □Female	Age:		Home Language Survey
2.	Language							3	The responses to this Home Language Survey (HLS) are used by the school to provide the most appropriate instructional programs and services for the student. The answers below will
Wha	at language do people	speak in	the hon	ie					determine if a student will take the Arizona English Language Learner Assessment (AZELLA). Please respond to each of the three questions as accurately as possible. If you need to correct any of your responses, this must be done before the student takes the AZELLA Placement
mos	t of the time?				☐English ☐Spanis	sh $\square$ Other			Test.
Wha	at language does the s	student s	oeak mo	st of th	<mark>e time?</mark> □English □Spanis	sh 🗆 Other 🔙			1. What language do people speak in the home most of the time?
Wha	at language did the st	udent firs	t speak (	or unde	<mark>erstand?</mark> □English □Spanis	sh 🗆 Other 🔙			
⊓ <del>IS</del> panio						Jyvnice		-	2. What language does the student speak <i>most</i> of the time?
7. Hor	me Address								3. What language did the student first speak or understand?
Resident	tial Address:	City:	State:	Zip:	Mailing Address (if different):	City: State:	Zip:		
8. Par	ents / Guardians - Must be	Legal Guard	ians –Eme	gency Co	ontacts listed below				
. 5	Relationship:   Mother   Fath				Interpreter needed? □Yes □No If yes,	s, which language?			Student Name District Student ID
ardiar es Wit	Last Name:		First Name	:	Home Phone: C	Cell Phone:	Vork Phone:	:_	Date of Birth SSID  Parent/Guardian Signature Date
t/Gui	Military: □Active □Reserve	Start Date:			End Date:				District or Charter

#### Case 4:74-cv-00090-DCB Document 2615-10 Filed 11/01/21



Matric:

	Student:		Matric:
	School:		Initial PHLOTE Grade & SY:
	☐ Documen	itation for l	PHLOTE students with NONE (Test Results Pending) Status:
			Initial Registration Form
			Initial Home Language Survey
	Docume	ntation fo	r students with I-FEP (Initially Fluent English Proficient) Status:
1 : - 1-			Initial Registration Form
glish	_		Initial Home Language Survey
<b>GIIJII</b>	(K)12345678	9 10 11 12	The collected reports of English proficiency assessment (LAS, SELP, and/or AZELLA)
			Copy of Permission to Assess Student with AZELLA (if applicable)
	K12345678	9 10 11 12	Copy of valid Waiver form for Bilingual Education (if applicable)
			r students with ELL (English Language Learners) & *PAR-WD (Withdrawn by Parent Request) Status:
			Initial Registration Form
			Initial Home Language Survey
	K12345678	9 10 11 12	The collected reports of English proficiency assessment (LAS, SELP, and/or AZELLA)
			Copy of Permission to Assess Student with AZELLA (if applicable)
			Copy of Parent Notification for Monitoring ELL's After Reclassification (if applicable)
			Current Parental Notification and Consent Form for Student Placement in ELL Program
on	K12345678		Copy of valid Waiver form for Bilingual Education (if applicable)
OH	K12345678	9 10 11 12	Copy of student's Individual Language Learner Plan (No longer required but may be in student file from previous status)
			Copy of Parent Request for Withdrawal from ELL Program Services for *PAR-WD status

	Documentation	for students with R-	.FFP (Reclassi	fied) (Two	-Vear Reclass	ified) Status:
_	Documentation	joi stuutiits with it	ILI (INCUIUSSI	jicuj (Iwo	I cui itteliuss	yrcuj suutus.

	Initial Registration Form
	Initial Home Language Survey
K123456789101112	The collected reports of English proficiency assessment (LAS, SELP, and/or AZELLA)
	Copy of Parent Notification of Student Achievement of English Proficiency
	Two-Year Review From(s)
	Copy of valid Waiver form for Bilingual Education (if applicable)
K123456789101112	Copy of student's Individual Language Learner Plan (No longer required but may be in
	student file from previous status)
	Copy of Parent Notification of ELLAR Monitoring (No longer required but may be in
	student file from previous status)

	Initial Registration Form
	Initial Home Language Survey
K123456789101112	The collected reports of English proficiency assessments (LAS, SELP, and/or AZELLA)
	Copy of Permission to Assess Student with AZELLA (if applicable)
	Copy of Parent Notification of Monitoring ELL's After Reclassification
	Current Parental Notification and Consent Form for Student Placement in ELL Program
K123456789101112	Copy of valid Waiver form for Bilingual Education (if applicable)
K123456789101112	Copy of student's Individual Language Learner Plan (No longer required but may be in
	student file from previous status)
	Copy of Withdrawal from ELL Status by SPED Criteria Form

## Initial Fluent En **P**roficient (IFEP) Documentation



# The Student Registration and Place PHLOTE students

					negisti	ation rotti						
School:							Grad	e:		School Ye	ar:	
1. Stud	ent Info	rmation (Please PF	RINT student	name exa	ctly as it	appears on the	birth c	ertificat	te)			
Legal Last	t Name:			Legal First	Name:		Full Mic	ldle Name	2:	Gender: □Male	Female	Age:
2. Lang	uage						3. Date	of Birtl	h (	4. Countr	y of Bir	th
What lang	guage do p	eople speak in the hom	e				MM	DD	YYYY	United S	tates	
most of th				□English □S	ipanish 🗆 0	ther				$\square$ Other $\underline{}$		
What lang	guage does	the student speak mos	t of the time?	⊒English □S	panish 🗆 0	ther				US Only - St	ate of Bir	th:
What lan	guage did t	he student first speak o	r understand? [	⊒English □S	panish 🗆 0	ther						
5. Race	and Eth	nicity (Check all t	hat apply)			6. Student's	PRIMAR	Y racial,	ethnic ide	entity (cho	ose on	ly one)
Is this stu		☐American Indian/A		□Asian		☐American India	n/Alaska	Native	□Asian	1	☐ Mul	tiracial
Hispanic/	Latino?	☐Black/African Ame	rican	$\square$ White		□Black/African /	American		$\square$ White	e		
□Yes [	□No	□Native Hawaiian/P	acific Islander			Native Hawaiian,	Pacific Isl	ander	□Hispa	nic/Latino		
7. Hom	e Addre	SS										
Residenti	al Address		City:	State:	Zip:	Mailing Addres	s (if differ	ent):		City:	State:	Zip:
8. Pare	nts / Gu	ardians - Must be	Legal Guard	ians –Eme	rgency Co	ntacts listed b	elow					
٠.	Relations	hip: □Mother □Fath	ner 🗆 Legal Gu	ardian		Interpreter ne	eded? 🗆	Yes 🗆 No	o If yes, which	ch language	)	
N N	Last Nam			First Name	:		Home Ph	one:	Cell Pl	none:		Work Phone:
t/Guardian t Lives With												
t/6	Military:	☐Active ☐Reserve	Start Date:				End Date:					

Pagistration Form

TUCSON UNIFIED

PHLOTE ocumentation



#### Arizona Department of Education

Office of English Language Acquisition Services

#### Home Language Survey

The responses to this Home Language Survey (HLS) are used by the school to provide the most appropriate instructional programs and services for the student. The answers below will determine if a student will take the Arizona English Language Learner Assessment (AZELLA). Please respond to each of the three questions as accurately as possible. If you need to correct any of your responses, this must be done <u>before</u> the student takes the AZELLA Placement Test.

1. What language do people spea	ak in the home <i>most</i> of the time?
2. What language does the stude	nt speak most of the time?
3. What language did the studen	t first speak or understand?
Student Name	District Student ID
	District Student ID
	District Student ID SSID
	SSID



## Sample AZELLA Report

### Student Report

#### **AZELLA**

Arizona English Language Learner Assessment Placement

**Header Information** 



Diane Douglas Superintendent of Public Instruction

Reporting Date: 99/99/9999 (Cycle 07)

#### How did FIRSTNA perform on the English Language Learner Assessment?

#### OVERALL PROFICIENCY LEVEL

Student
Proficiency
and EL
Designation

Proficient students consistently understand social and academic English and can generate sentences, using a variety of grammatical structures. They read, comprehend, and summarize information in grade-level text. These students write three- to five-sentence paragraphs, using grade-level vocabulary and a variety of sentence structures. Student is not eligible for ELL services.

Intermediate students have a moderate understanding of social and academic English and can respond using a variety of simple sentences. They comprehend key details and main ideas of text read aloud to them. They have limited ability to decode and comprehend text read independently. They use basic vocabulary to write simple sentences.

Student is eligible for ELL services.

Basic students have a limited understanding of social and academic English and can respond using isolated words and simple phrases. They inconsistently comprehend key details and main ideas of text red aloud. These students have minimal ability to independently decode and comprehend text. they have minimal ability to write words, phrases, or simple sentences.

Student is eligible for ELL services.

Pre-Emergent / Emergent students have an extremely limited and inconsistent understanding of social and academic English. With instructional/ environmental support, these students can formulate simple phrases and sentences orally and in writing. Student is eligible for ELL services.

Student: LASTNAME, FIRSTNA

SAIS ID#: 12345678 Birth Date: 99/99/9999

**Student Demographic Information** 

Test Date: 99/99/9999

Grade: 99

(Reading/Listening)

Dist-Sch #: 999999 - 999999

School Name: Sample Elementary School
District Name: Sample Unified School

		Score	Report		
	*A determination of Proficient Domain Scores as well as a P				g and Writing
	Scale Score	Pre-Emergent / Emergent	Basic	Intermediate	Proficient
	*Total Combined 2313				
	Scale Score			mediate	Proficient
Scores	*Reading 216 *Writing 200		•		
Domain S	Listening 25				
8	Speaking 200		Stuc	dent Score In	formation
Additional	Language (Conventions/Vocabulary) 214 Oral (Listening/Speaking) 226		Stud	dent Score in	normation
4	Comprehension 22				

## AZELLA TEST RESULTS

Your school will receive two copies per student.
One copy is filed in the student's cum folder and the second one is given to the parent/guardian



## English Language Learner (ELL) Documentation



### Case 4:74-cv-00090-DCB Document 2615-10 Filed 11/01/21 Page

	3CHOOL (	LITECALIST FOR COMPLIANCE	WITH PHEOTE DOCUMENTATION
Student:		M	atric:
School:		In	itial PHLOTE Grade & SY:
		·	
□ Docum	entation for H	PHLOTE students with NONE (	Test Results Pending) Status:
	, , , , , , , , , , , , , , , , , , , ,	Initial Registration Form	<b>3</b>
		Initial Home Language Survey	
□ Docum	nentation for	students with I-FEP (Initially	Fluent English Proficient) Status:
		Initial Registration Form	
		Initial Home Language Survey	
K1234567	89101112		proficiency assessment (LAS, SELP, αnd/or AZELLA)
		Copy of Permission to Assess Stu	
K1234567	89101112	Copy of valid Waiver form for Bil	ingual Education (if applicable)
			Language Learners) & *PAR-WD (Withdrawn
from	ELD Services	by Parent Request) Status:	
		Initial Registration Form	
		Initial Home Language Survey	
1234567	89101112		proficiency assessment (LAS, SELP, αnd/or AZELLA)
		Copy of Permission to Assess Stu	
			Ionitoring ELL's After Reclassification (if applicable)
		Current Parental Notification an	d Consent Form for Student Placement in ELL Program
K1234567	89101112	Copy of valid Waiver form for Bil	
K1234567	89101112		guage Learner Plan (No longer required but may be in
		student file from previous status)	
		Copy of Parent Request for With	drawal from ELL Program Services for *PAR-WD status
D		students with B FFB (Basica)	ified) (Two Very Beelessified) Status
Docum	nentation jor	Initial Registration Form	ified) (Two-Year Reclassified) Status:
K1234567	00101112	Initial Home Language Survey	proficiency assessment (LAS, SELP, and/or AZELLA)
11234367	09101112	Conv. of Parent Notification of St	udent Achievement of English Proficiency
			ident Achievement of English Proficiency
Z1324567	00101112	Two-Year Review From(s)	in and physical (if and inchin)
	89101112	Copy of valid Waiver form for Bil	guage Learner Plan (No longer required but may be in
11234367	0 9 10 11 12	student file from previous status)	
			LAR Monitoring (No longer required but may be in
		student file from previous status)	Zant From to tage Frequence Date may be in
☐ Docum	nentation for		rawn from ELD Services by IEP Decision) Status:
		Initial Registration Form	
		Initial Home Language Survey	
K1234567	89101112	The collected reports of English	proficiency assessments (LAS, SELP, and/or AZELLA)
		Copy of Permission to Assess Stu	dent with AZELLA (if applicable)
			onitoring ELL's After Reclassification
Z1324EZZ	00101112		d Consent Form for Student Placement in ELL Program
K1234567	89101112	Copy of valid Waiver form for Bil	ingual Education (it applicable) guage Learner Plan (No longer required but may be in
1123436/	09101112	student file from previous status)	
		Copy of Withdrawal from ELL St	
		copy of wilding awai from LLL St	aces by 51 ED criticitie Portici

# The Student Registration and Place PHLOTE students

					٠							
School:							Grad	e:		School Ye	ar:	
1. Stud	ent Info	rmation (Please PR	INT student	name exa	ctly as it	appears on the	birth c	ertifica	te)			
Legal Last	Name:			Legal First	Name:		Full Mic	ldle Name	2:	Gender: □Male	]Female	Age:
2. Lang	uage						3. Date	of Birt	h	4. Countr	of Birtl	1
most of th What lang	ne time? guage does	eople speak in the home the student speak <i>mos</i> s he student first speak or	t of the time?		panish □0	ther	MM	DD	үүүү	☐ United St☐ Other US Only - St☐		1:
5. <b>Race</b>	and Eth	nicity (Check all t	hat apply)			6. Student's l	PRIMAR	Y racial	/ethnic id	entity (cho	ose only	one)
Is this stu Hispanic/ □Yes □	Latino?	□American Indian/A □Black/African Amer □Native Hawaiian/Pa	rican	□Asian □White		□American India □Black/African A Native Hawaiian/	American		□Asia □Whit □Hisp		☐ Multi	racial
7. Hom	e Addre	SS										
Residentia	al Address		City:	State:	Zip:	Mailing Address	s (if differ	ent):		City:	State:	Zip:
8. Pare	nts / Gu	ardians - Must be	Legal Guardi	ians –Emei	gency Co	ntacts listed b	elow					
t/Guardian t Lives With	Relations Last Nam	hip: □Mother □Fath e:	er 🗌 Legal Gu	ardian First Name	:	Interpreter nee	eded? 🔲 Home Ph		o If yes, whi			/ork Phone:
t/Guar t Lives	Military:	☐Active ☐Reserve	Start Date:				End Date:					

Registration Form

**TUCSON UNIFIED** 

SCHOOL DISTRICT





#### Arizona Department of Education

Office of English Language Acquisition Services

#### Home Language Survey

The responses to this Home Language Survey (HLS) are used by the school to provide the most appropriate instructional programs and services for the student. The answers below will determine if a student will take the Arizona English Language Learner Assessment (AZELLA). Please respond to each of the three questions as accurately as possible. If you need to correct any of your responses, this must be done <a href="before">before</a> the student takes the AZELLA Placement Test.

3. What language did the studer	nt first speak or understand?
Student Name	District Student ID
	District Student IDSSID



## Sample AZELLA FA 11/0 Report

### Student Report

#### **AZELLA**

Diane Douglas

Arizona English Language Learner Assessment **Placement** 

**Header Information** 

Reporting Date: 99/99/9999 (Cycle 07)



#### How did FIRSTNA perform on the English Language Learner Assessment?

Superintendent of Public Instruction

#### Student **Proficiency** and EL

**Designation** 

#### OVERALL PROFICIENCY LEVEL

Proficient students consistently understand social and academic English and can generate sentences, using a variety of grammatical structures. They read. comprehend, and summarize information in grade-level text. These students write three- to five-sentence paragraphs, using grade-level vocabulary and a variety of sentence structures. Student is not eligible for ELL services.

Intermediate students have a moderate understanding of social and academic English and can respond using a variety of simple sentences. They comprehend key details and main ideas of text read aloud to them. They have limited ability to decode and comprehend text read independently. They use basic vocabulary to write simple sentences.

Student is eligible for ELL services.

Basic students have a limited understanding of social and academic English and can respond using isolated words and simple phrases. They inconsistently comprehend key details and main ideas of text red aloud. These students have minimal ability to independently decode and comprehend text, they have minimal ability to write words, phrases, or simple sentences.

Student is eligible for FLL services

Pre-Emergent / Emergent students have an extremely limited and inconsistent understanding of social and academic English. With instructional/ environmental support, these students can formulate simple phrases and sentences orally and in writing. Student is eligible for ELL services.

Student: LASTNAME, FIRSTNA

SAIS ID#: 12345678 **Student Demographic Information** Birth Date: 99/99/9999

Test Date: 99/99/9999

Grade: 99

Dist-Sch #: 999999 - 999999

School Name: Sample Elementary School District Name: Sample Unified School

#### Score Report

3	Sca Sco	e Pre-Emergent / Emergent	Basic	Intermed	liate	Proficient
	*Total Combined 23	3				
	Sca Sco		0.00	termediate		Proficient
Scores	*Reading 2	6	-			
	*Writing 2	9	-			
	Listening 2	2	_			
	Speaking 2	6	•		٠	
80	Language (Conventions/Vocabulary) 2	4	Stu	dent Score	e Into	ormation
Scores	Oral (Listening/Speaking) 2	8				
	Comprehension 2 (Reading/Listening)	9				



**AZELLA TEST RESULTS** 

Your school will receive two copies per student. One copy is filed in the student's cum folder and the second one is given to the parent/guardian



## Parental Notification and Consent Form

	at grade level	above grade level
our student has b	een placed into the foll	lowing English learner program (see the attached LEA program
escription as defi	ned by A.R.S. § 15-751	through § 15-753):
Struc	tured English Immersion	1 (SEI) Pull-Out Model = LIEL in TUSD
Struc	tured English Immersion	n (SEI) Two-Hour Model
Struc	tured English Immersion	n (SEI) Newcomer Model
50-50	Dual Language Immers	sion (DLI) Model = N/A in TUSD
		3 (Bilingual Parental Waiver Request Application is required) =
	L in TUSD	

The English language pr (AZELLA). The results of therefore, qualifies for place

English learner (EL) program methods to help each studen The expectations set for ELs: for grade promotion, and to grad ELs will meet with the special edu incorporated into classroom instru School

Grade

√it has been measured using the Arizona English Language Learner Assessment that your student achieved an overall proficiency level of less than proficient, and

ction to the student's strengths and needs. Instructional strategies, practices, and and meet age appropriate academic standards are based upon scientific research. ansition into mainstream classes, meet appropriate academic achievement standards high school at the same rate as mainstream students. The teachers of special education personnel to ensure that the objectives of the Individualized Education Program (IEP) are

below grade level

at grade level

achievement is: (circle one above grade level

Your student has been placed into the following English learner program (see the attached LEA program description as defined ov A.R.S. § 15-751 through § 15-753):

Structured English Immersion (SEI) Pull-Out Model = LIEL in TUSD

Structured English Immersion (SEI) Two-Hour Model Structured English Immersion (SEI) Newcomer Model

50-50 Dual Language Immersion (DLI) Model = N/A in TUSE

Bilingual with Waiver 1, 2, or 3 (Bilingual Parental Waiver Request Application is required) = TWDL in

A student must meet the following criteria on the AZELLA in order to achieve English language proficiency and exit the EL program: A proficient score on the reading and writing domain scores as well as a proficient score on the total combined score. A.R.S. § 15-756.05

Parents have the right to decline their student's placement in an EL program or to have their student withdrawn from an EL program at any time after a consultation. If you would like more information about instruction, the various programs, or need assistance in selecting a program, please contact your student's school administrator.

Signature of Classroom Teacher/Language Arts Teacher

Signature of Parent/Guardian

Date

The Parental Notification and Consent Form must be provided no later than 30 calendar days after the beginning of each school year or within the first two weeks of placement in an EL program for students who enroll after the start of the school year. ESSA § 1112(e)(3)(A)(B)

This form should be placed in the student's cumulative folder. (Revised 05-2020)

Kathy Hoffman, Superintendent of Public Instruction

1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-0753 • www.azed.gov/oelas

- This form must be completed *annually* by the teacher and signed by the parent within the first 30 calendar days of school or within 10 days of enrollment thereafter
- Teacher will indicate the student's placement (SEI, LIEL and/or BIL= TWDL) and sign
- If unable to obtain parent signature, teacher must make three attempts to contact parent for signature. Date and document each attempt on the form and place in cum folder.
- Once a signed form is received, place in PHLOTE cum folder. Documentation

## Bilingual Parent Walver Request Application

- The Parent Waiver Application is completed when a parent/guardian is requesting that their EL student be placed in a Bilingual (TWDL) program
- Must be signed by the parent/guardian and school's principal within current school year
- Submit waiver to LAD for approval

0123456789

12345678

0123456789

12345678

Last Name, First Name

D.O.B

Last Name, First Name

D.O.B

 EL students with an approved waivermay be placed in a Bilingual (TWDL) classroom placement in lieu of an SEI placement

Teacher

Bilingual

Teacher

Bilingual

Arabic

000

Arabic

000 Spanish

Waiver-1 Spanish

I-FEP

**ELL** 





#### Arizona Department of Education

Office of English Language Acquisition Services

#### Bilingual Parental Waiver Request Application

This application is used by parents to request an alternative to English Language Education as specified in A.R.S. §15-753.

Parent/Quarties of an English learner must complete this application annually per A.R.S. \$15-752.

	Parent/Guardian of an English learner must complete this application	n annually per A.R.5. §15-752.	
A	District Name	School Name	SSID
	Parent/Guardian Last Name	First Name	
	Student's Last Name	First Name	Middle Initial
	Address		
	City	State Arizona	Zip Code
	Native Language of Student	School year for which the waiver is requested	Grade

- I have personally visited my child's school.
- I have been provided with a full description of the educational materials to be used in the different educational program choices and all the educational opportunities available to my child.
- I am applying for a waiver to remove my child from an English language or Structured English Immersion classroom placement.

Reason for waiver request (to be verified by school district): The student has met at least one (1) of the three (3) circumstances for which a parental exception waiver may be applied (A.R.S. §15-753).

At least one of the following circumstances must be checked

- Waiver 1 (A.R.5. §15-7538.1) My child already knows English: the child already possesses good English language skills, as measured by oral evaluation or standardized tests of English vocabulary comprehension, reading, and writing, in which the child scores approximately at or above the state average for his/her grade level or at or above the 5<sup>th</sup> grade average, whichever is lower; or,
- Waiver 2 (A.R.S. §15-7538.2) My child is 10 years or older: it is the informed belief of the school principal and educational staff that an alternate course of educational study would be better suited to the child's overall educational progress and rapid acquisition of basic English language skills as documented by the analysis of individual student needs; or,
- Waiver 3 (A.R.5. §15-7538.3) My child has special individual needs: the child already has been placed for a period of not less than thirty estendar days during this school year in an English language classroom and it is subsequently the informed belief of the school principal and educational staff that the child has such special and individual physical or psychological needs, above and beyond the student's lack of English promision, that an alternate course of educational study would be better suited to the student's overall educational development and rapid acquisition of english. A written description of no less than 250 words documenting these special individual needs for the specific child must be provided and permainents added to the child's official school records and the waiver application must contain



Student Name

## AZELLA Placement Test Referral Form



Department of Education

#### **AZELLA Placement Test Referral Form** Moving from Mainstream to EL Services

This form should be used for a student whose current academic placement is in a mainstream classroom and Not Eligible for EL Services. The student being referred for EL Services has never been tested with an AZELLA Test due to an all English Home Language Survey, or the student has already demonstrated an Overall Proficiency Level of Proficient on an AZELLA Test, or the student was previously enrolled in EL Services and Withdrawn due to SPED Criteria by the student's IEP Team.

A parent conference and permission to administer an AZELLA Placement Test is required. If the parent(s) agree to their student being administered an AZELLA Placement Test, they must also agree to their student being placed into EL Services if their student scores an Overall Proficiency Level of less than Proficient.

District	School		Current Grade
Parent Conference	Date	_	
Check one:			
Student has an a	ll English Home Language Sur	vey	
			AZELLA Test dated
☐ Student was Wit	hdrawn due to SPED Criteria o	on	
proficiency that can classroom and/or of Such evidence shou only peers <b>using</b> cla 12), and/or documer of monitoring, the st	assroom, school-wide, district-v ntation of interrupted schooling tudent's 2-year monitoring for	ith appropriate differentiated in itoring, before/after school con- tion demonstrating performa- vide, and state-wide tests (AzM, g. For FEP students who are cu- in must be attached to this refe-	nstruction in a mainstream npensatory instruction, etc. ance below the student's English- MERIT/AZM2 ELA for grades 3 urrently within their required 2 years rral.
(Grades 3-12) FY20	019 AzMERIT ELA:  Partial	lly Proficient	☐ Highly Proficient
Prior School Year:			
End-of-year Student	t's School Report Card Grades:	English Language Arts	Reading
End-of-year (last qu	arter) District ELA and Readin	ng assessment data:	
Date:	Result:	Name of District Assessmen	t:
Date:	Result:	Name of District Assessmen	t:



- Used when student is being referred for AZELLA testing
- Only available during designated testing windows
  - Criteria must be met before testing is allowed
  - Must be appropriately signed and dated

Date:	Result:	Name of Assessment:	
Date:	Result:	Name of Assessment:	
Other assessmer	nt data:		
☐ Student is cu	rrently performing belo	w his/her English-only peers in the mainstream clas	sroom.
Justification for	referral:		
The AZELLA 1		nistering the AZELLA Placement Test. e administered and the parent(s) notified of the r s) signed this form.	results within 2
The AZELLA l calendar weeks	Placement Test must be from the date parent(	e administered and the parent(s) notified of the r	results within 2
The AZELLA 1	Placement Test must be from the date parent(	e administered and the parent(s) notified of the r s) signed this form.	results within 2
The AZELLA l calendar weeks	Placement Test must be from the date parent(s	e administered and the parent(s) notified of the r s) signed this form.	results within 2
The AZELLA I calendar weeks Signature of Parei	Placement Test must be from the date parent(s	e administered and the parent(s) notified of the rs) signed this form.  Date	results within 2
The AZELLA I calendar weeks  Signature of Parent Signature of Reference Signature of District Signature Signature of District Signature Signat	Placement Test must be from the date parent(s	e administered and the parent(s) notified of the rest signed this form.  Date  Date	results within 2
The AZELLA I calendar weeks  Signature of Parer  Signature of Refe  Signature of Distr	Placement Test must be from the date parent(s)  Int(s)/Guardian(s)  Tring Teacher  Tict EL Coordinator  LLA District Test Coordinator	e administered and the parent(s) notified of the rest signed this form.  Date  Date	results within 2
The AZELLA I calendar weeks  Signature of Parer  Signature of Refe  Signature of Distr  Signature of AZE  (If applicable) Signature of AZE	Placement Test must be from the date parent(s)  Int(s)/Guardian(s)  Tring Teacher  Ict EL Coordinator  LLA District Test Coordinator  gnature of Special Education	e administered and the parent(s) notified of the rest signed this form.  Date  Date  Date  Date	

Place this completed form in the student's cumulative file.

End-of-year (last quarter) School/Class ELA and Reading assessment data:

AZELLA Placement Test Referral Form - Moving from Mainstream to EL Services

SSID

Page 2 of 2

## Individual Language Learner Pharm (1414) Required Signature Document

### Individual Language Learner Plan (ILLP) Required Signature Document

Student Name:		Date:
School:		District:
Grade:	SSID Number:	Date of Birth

This ILLP is for the exclusive use of schools with 20 or fewer English learner (EL) students within a grade-band according to the Revised SEI Models Document.

The ILLP will be written annually by the teacher(s) who will be involved in the instruction based on Attachment A of the ILLP.

- The Required Signature Document will be signed by the teacher, parent/guardian, EL Coordinator, and Site Administrator.
- All ILLP documentation will be placed in the student's EL file for documentation/compliance/ accountability purposes and for review by other classroom teachers of the English learner.
- A copy of Attachments A and B will be located in the classroom for implementation by the mainstream classroom teacher.

The ILLP will be reviewed quarterly (or in accordance with reporting period) by the teachers administering the ILLP and after each administration of the AZELLA.

- Documentation should be provided on Attachment B documenting the student's progress toward selected Performance Indicators during that instructional reporting period.
- Based on the review of Attachment A and documentation on Attachment B, modifications will be made on Attachment A.

#### Most current student AZELLA overall proficiency level (circle one):

Date:	Pre-Emergent	Emergent	Basic	Intermediate

Previous AZELLA overall proficiency level(s) (circle one):

Date:	Pre-Emergent	Emergent	Basic	Intermediate	Proficient	
Date:	Pre-Emergent	Emergent	Basic	Intermediate	Proficient	

English learners (ELs) must receive instruction based on all language domains in the SEI Models (unless Intermediate in Grades 6-12).

This differentiated instruction will be provided by using the Arizona English Language Proficiency (ELP) Standards

## Elementary & Secondary

- No longer a program that is offered to ELs.
- This form is only applicable for years prior to 2020/21 SY.

#### Attachment A (may be altered by LEA, but must have all components)

- Documents the teacher responsible for instruction based on language domains:
  - Reading
  - o Writing
  - Listening/Speaking
  - o Grammar
  - Vocabulary
- Documents the ELP Standard(s) and Performance Indicators that will be used to differentiate the instruction for this student.
- Reviewed quarterly (or in accordance with reporting period) to update ELP Standards and Performance Indicators.



#### Attachment B (may be altered by LEA, but must have all components)

- Formative assessment information to document progress of the English learner.
- Updated quarterly (or in accordance with reporting period).

Arizona law requires materials and instruction to be in English. (A.R.S. §15-751. Definitions 2 and 5).

Arizona law requires schools to teach English. (A.R.S. §15-752. English language education).

The goal set forth in Arizona law is that ELs should become English proficient in a period not normally intended to exceed one year. (A.R.S. §15-752. English language education).

### Classroom Teacher

El Coordinator

Classroom English/Language Arts teacher

Data

Parent/Guardian

Parent/Guardian

rdian Da

Site Administrator

Date

Site Administrator

Data

### Individual Latiguage Learner Plair (1112P) Attachment AB

## **Elementary & Secondary ILLP Attachment AB**

- No longer a program that is offered to ELs.
- This form is only applicable for years prior to 2020/21 SY.

	Date:	Individual Languag	e Lea	rner	Plan (	(ILLP)	– K-5	Attachment AB	
Student Name:		SSID ID #:	AZELL	A Ove	rall Prof	ficiency	Result:		
			AZELL	A Date	2:				
The student will	receive the required minute	es of instruction in English	daily (:	120 mi	nutes ir	n Grade	s K-5) f	rom the teacher(s) identifie	d below.
Teacher's Name:		SEI/ESL/BLE Endorsed	Langu	iage D	omains	Addres	sed:	ILLP Teacher Signature/Da	ite:
		Yes / No	L/S	R	V	W	G		
Teacher's Name:		SEI/ESL/BLE Endorsed	Langu	age D	omains	Addres	sed:	Teacher Signature/Date:	
		Yes / No	L/S	R	V	W	G		
Teacher's Name:		SEI/ESL/BLE Endorsed	Langu	age D	omains	Addres	sed:	Teacher Signature/Date:	
		Yes / No	L/S	R	٧	W	G		
Language Domain		ELP Standards and Per	forman	ce Indi	cators to	o be Cov	ered		Target Date
Listening &									
Speaking									
Reading									
Vocabulary									
L-2									
Writing									
Grammar L-1									
Attachment B: *Qua	arter: ILLP Teacher Sig	nature/Date:							
Formative/Summative	e Assessments Used and Results:							Docu	HLOTE
*Recommendations:									mentation

# Protocol for Principals to use When Parents are requesting a Withdrawal from EL Services

- This request <u>must</u> be initiated by the student's parent.
- ❖ Principal notifies the Regional Superintendent and copies the Language Acquisition Specialist assigned to their school via e-mail to document that they have met with the parent and request approval
- Principal <u>must</u> follow Protocol.



#### Protocol for Principals Discussing Parental Concerns about ELD Program Placement

#### 1. Meet with parents to

Review the student's grades, Standardized test scores, and the AZELLA test results that indicate the student's status as an ELL. Explain the ELD Program's benefits, which include:

- Specialized instruction that helps ELLs to quickly develop proficiency in English speech and literacy
- Specialized instruction designed to make subject matter comprehensible to ELL students
- Accommodations and support when ELL students take state-mandated tests
- · Free after-school tutoring for ELLs (as available)
- Free summer school for ELLs (as available)

If the student is a Spanish-speaking ELL, point out that a dual language program may be available as an option (at least through a transfer if the program is not offered on site).

Discuss the possible long-term effects for ELL students not participating in either ELL program, weighing opportunities against risks:

- The opportunity to enroll in content classes, but at the risk of failing, earning lower grades, or being retained
- The opportunity to interact with mainstream students but at the risk of earning lower achievement test scores
- 2. If, after being fully informed, parents opt to withdraw their child from an ELD program, the principal (at secondary the principal can appoint a designee) will:
  - . Inform the parent that they can reserve the right to re-enroll the student in the ELD program at any time
- Notify the appropriate Regional Superintendent by e-mail to document the withdrawal request
- Copy the school's assigned "Specialist from LAD to initiate the appropriate form authorizing the withdrawal
- Obtain the parent's signature on the form and return the completed form to LAD

LAD will process the withdrawal, make a copy of the form to file at Central and return the original to the school for insertion in the student's cum file. When the process is complete, the ELL student's status will be flagged in Synergy. Principals should regularly review the status of withdrawn students especially when entering a new school.

#### Note Regarding the School's Responsibility to Meet the Needs of ELLs in Mainstream Classes:

The Office of Civil Rights requires schools to provide equal access to CORE curriculum for students who opt out of ELD and enroll in mainstream classes. For ELLs participating in mainstream programs, this means that teachers are still responsible for meeting ELL students' learning needs. Some of those needs are above and beyond the needs of the mainstream student. SIOP is a key component for content areas and the ELL student still needs literacy development (listening, speaking, reading and writing) that is comprehensible. OCR will monitor how well mainstream teachers address ELL students' literacy and content needs.

As per ADE a parent withdrawal must be initiated by the parent/s and not the school. A parent withdrawal should never be used to lower ELL numbers or to avoid placement with a particular teacher.



# Parent Request for Student Withdrawal from an English Language Learner Program



- The parent/guardian <u>must</u> initiate the request for their child to be withdrawn from an EL program
- The school's administrator <u>must</u> meet with the parent/guardian to discuss the advantages in keeping their child in the program
- This form is populated by the Language
   Acquisition Specialist assigned to your school
- EL students withdrawn by parent/request will continue to take the annual AZELLA reassessment until they achieve an Overall Proficient level



#### Arizona Department of Education

Office of English Language Acquisition Services

#### Parent Request for Student Withdrawal from an English Learner Program

Student Nar	ne		
	Last Name	First Name	M.I.
SSID	District Student ID	School	Grade
removed fro Language Ir student's te English lear and therefor English lear be monitore	om his/her designated English le mmersion, or Bilingual with Waiver acher and/or principal, and I am ner classroom. It is my belief that t re, I consent to a mainstream cla ner services, I understand that his	above, I am exercising my right to requested and including the student be placed this course of instruction is better suited as placed the placed and including the student be placed this course of instruction is better suited as placed as placed as a second placement. While I have with sher progress in English language across a English Language Learner Assessined.	Immersion, 50-50 Dua cational options with my I in a mainstream, non- d for my student's needs drawn my student from quisition will continue to
Signature of	f Parent/Guardian	Date	
ESSA § 111	2(e)(3)(A)		
FOR OFFIC	E USE ONLY		
Current Ariz	cona English Language Learner As	ssessment (AZELLA) Proficiency Leve	ls:
Reading	Writing	Total Combined_	
	l acknowledge that I have discusse to place the student according to	ed the alternative educational options v the parent/guardian's wishes.	vith the parent/guardian
Signature of	f Principal	Date	
This form s	should be placed in the student's	s cumulative folder. (Revised 05-2020)	

Kathy Hoffman, Superintendent of Public Instruction
1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-0753 • www.azed.gov/oelas

#### Case 4:74-cv-00090-DCB Document 2615-10 Filed 11/01/21



## Reclassified Fluent **English Proficient** (R-FEP) Documentation

**PHLOTE** Documentation

SC	HOOL CHECKLIST for COMPLIANCE with PHLOTE DOCUMENTATION
Student:	Matric:
School:	Initial PHLOTE Grade & SY:
□ Documentation	on for PHLOTE students with NONE (Test Results Pending) Status:
	Initial Registration Form
	Initial Home Language Survey
□ Documentat	ion for students with I-FEP (Initially Fluent English Proficient) Status:
	Initial Registration Form
	Initial Home Language Survey
K12345678910	
	Copy of Permission to Assess Student with AZELLA (if applicable)
K12345678910	11 12 Copy of valid Waiver form for Bilingual Education (if applicable)
□ Documentat	tion for students with ELL (English Language Learners) & *PAR-WD (Withdrawn
from ELD Se	ervices by Parent Request) Status:
	Initial Registration Form
	Initial Home Language Survey
K12345678910	11 12 The collected reports of English proficiency assessment (LAS, SELP, and/or AZELLA)
	Copy of Permission to Assess Student with AZELLA (if applicable)
	Copy of Parent Notification for Monitoring ELL's After Reclassification (if applicable)
	Current Parental Notification and Consent Form for Student Placement in ELL Program
K12345678910	
K12345678910	11 12 Copy of student's Individual Language Learner Plan (No longer required but may be in student file from previous status)
	Copy of Parent Request for Withdrawal from ELL Program Services for *PAR-WD status
Documenta	ntion for students with R-FEP (Reclassified) (Two-Year Reclassified) Status:
	Initial Registration Form
	Initial Home Language Survey
K12345678910	
	Copy of Parent Notification of Student Achievement of English Proficiency
	Two-Year Review From(s)
K12345678910	
K12345678910	
	student file from previous status)
	Copy of Parent Notification of ELLAR Monitoring (No longer required but may be in
	student file from previous status)
☐ Documentat	ion for students with *R-IEP (Withdrawn from ELD Services by IEP Decision) Status:
	Initial Registration Form
	Initial Home Language Survey
K12345678910	
	Copy of Permission to Assess Student with AZELLA (if applicable)

Copy of Parent Notification of Monitoring ELL's After Reclassification

Copy of valid Waiver form for Bilingual Education (if applicable)

Copy of Withdrawal from ELL Status by SPED Criteria Form

student file from previous status)

Current Parental Notification and Consent Form for Student Placement in ELL Program

Copy of student's Individual Language Learner Plan (No longer required but may be in



## Sample AZELLA Report

### Student Report

#### **AZELLA**

Arizona English Language Learner Assessment **Placement** 

**Header Information** 



Diane Douglas Superintendent of Public Instruction Reporting Date: 99/99/9999 (Cycle 07)

#### How did FIRSTNA perform on the English Language Learner Assessment?

Student **Proficiency** and EL **Designation** 

#### OVERALL PROFICIENCY LEVEL

Proficient students consistently understand social and academic English and can generate sentences, using a variety of grammatical structures. They read, comprehend, and summarize information in grade-level text. These students write three- to five-sentence paragraphs, using grade-level vocabulary and a variety of sentence structures. Student is not eligible for ELL services.

Intermediate students have a moderate understanding of social and academic English and can respond using a variety of simple sentences. They comprehend key details and main ideas of text read aloud to them. They have limited ability to decode and comprehend text read independently. They use basic vocabulary to write simple sentences.

Student is eligible for ELL services.

Basic students have a limited understanding of social and academic English and can respond using isolated words and simple phrases. They inconsistently comprehend key details and main ideas of text red aloud. These students have minimal ability to independently decode and comprehend text, they have minimal ability to write words, phrases, or simple sentences.

Student is eligible for FLL services

Pre-Emergent / Emergent students have an extremely limited and inconsistent understanding of social and academic English. With instructional/ environmental support, these students can formulate simple phrases and sentences orally and in writing. Student is eligible for ELL services.

LASTNAME, FIRSTNA

SAIS ID#: 12345678 **Student Demographic Information** 99/99/9999 Birth Date:

Test Date: 99/99/9999

> Grade: 99

Dist-Sch #: 999999 - 999999

School Name: Sample Elementary School District Name: Sample Unified School

#### Score Report

3	The state of the s	cale	Pre-Emergent / Emergent		Basic	Intermed	iate	Proficient
	*Total Combined	2313			•			
		cale	Pre-Emergent Emergent / Bas	0.	Inter	mediate		Proficient
Scores	*Reading	216	4	-				
200	*Writing	209		•				
na in	Listening	252		_				
Domain	Speaking	206		1				
8	Language (Conventions/Vocabulary)	214		-	Stud	ent Scor	e Int	ormation
Scores	Oral (Listening/Speaking)	228						
•	Comprehension (Reading/Listening)	229			8			



**AZELLA TEST RESULTS** 

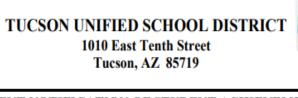
Your school will

receive two copies per student. One copy is filed in the student's cum folder and the second one is given to the parent/guardian



Parent Notification of Student ent 2615-10 Filed TUSE Page 39 of 139

**Achievement of English Proficiency** 





### PARENT NOTIFICATION OF STUDENT ACHIEVEMENT OF ENGLISH PROFICIENCY

Required when an EL student obtains an Overall	has been reclassified as a student who is proficient in the entire school, please accept our congratulations
Level of Proficient on AZELLA; therefore,	If you would like additional details about this re
becoming Reclassified	discuss them and review your child's progress

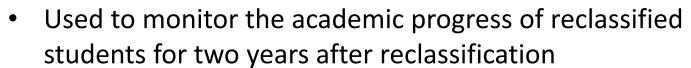
- Sent to principal by LAD for signature
- Original must be sent/delivered to parent
- Does not require a parent/guardian signature
- A copy of this notice must be place in cum folder

Dear Parents/Guardians of	:
We are proud to inform you that your child has pass has been reclassified as a student who is proficient in the entire school, please accept our congratulations	n English. On behalf of the faculty an
If you would like additional details about this re discuss them and review your child's progress and we will return your call as soo	with you. You can contact us a
Sincerely,	
Principal's Signature	
School	
Date	-

Two-Year Monitoring Form for Flue Ht 10 Filed 11/01/21 Page 40 of 139

**English Proficient Students** 





- Principal will receive these forms in February along with an Attestation form that the administrator will have to sign and return to LAD
- Documentation begins the school year after the year the student reclassified
- Completed by Mainstream K-5 and 6-12 Language Arts **Teachers**
- Must be place in cum folder

#### State of Arizona Department of Education



Office of English Language Acquisition Services

	Two-Year Mo	nitoring Form	i for Fluent Engli	sh Proficient S	tudents
St	udent Name			_	
	SID Number				
	ate Reclassified				
	Assessment da	ata used to monitor p	rogress of Fluent English	Proficient (FEP) stud	lents
			Year 1		Year 2
	Test Name	Test Date	Test Score	Test Date	Test Score
Jde					
school-wide					
SC					
		,	Year 1		Year 2
	riteria used for				
itor	ring the FEP student. om teacher comments.				
sro	om teacher comments.				
St	udent is eligible for Com	pensatory Instructi	onYear 1	Year 2	
M	onitor's Signature - Year	1		Date:	
М	onitor's Signature - Year	2		Date:	

## **Reclassified Fluent English Proficient** (R-IEP)

\*IEP Team Determination: Discontinuation Of Language English Language Services

### Documentation



000

Teacher

\*R-IEP

02/07/2019

225

PEB

K123456789101112

SCHOOL	CHECKLIST for COMPLIANCE with PHLOTE DOCUMENTATION
Student:	Matric:
School:	Initial PHLOTE Grade & SY:
•	·
□ Documentation for I	PHLOTE students with NONE (Test Results Pending) Status:
	Initial Registration Form
	Initial Home Language Survey
☐ Documentation for	r students with I-FEP (Initially Fluent English Proficient) Status:
	Initial Registration Form
	Initial Home Language Survey
K123456789101112	The collected reports of English proficiency assessment (LAS, SELP, and/or AZELLA)
	Copy of Permission to Assess Student with AZELLA (if applicable)
K123456789101112	Copy of valid Waiver form for Bilingual Education (if applicable)
□ Dogumentation fo	n students with ELL (English Language Lagranges) & *PAP WD (Withdrawn
	r students with ELL (English Language Learners) & *PAR-WD (Withdrawn by Parent Request) Status:
Ji om ELD Sei vices	Initial Registration Form
	Initial Home Language Survey
K123456789101112	The collected reports of English proficiency assessment (LAS, SELP, and/or AZELLA)
1120100707101112	Copy of Permission to Assess Student with AZELLA (if applicable)
	Copy of Parent Notification for Monitoring ELL's After Reclassification (if applicable)
	Current Parental Notification and Consent Form for Student Placement in ELL Program
K123456789101112	Copy of valid Waiver form for Bilingual Education (if applicable)
K123456789101112	Copy of student's Individual Language Learner Plan (No longer required but may be in
	student file from previous status)
	Copy of Parent Request for Withdrawal from ELL Program Services for *PAR-WD status
☐ Documentation for	students with R-FEP (Reclassified) (Two-Year Reclassified) Status:
	Initial Registration Form
	Initial Home Language Survey
K123456789101112	The collected reports of English proficiency assessment (LAS, SELP, and/or AZELLA)
	Copy of Parent Notification of Student Achievement of English Proficiency
	Two-Year Review From(s)
K123456789101112	Copy of valid Waiver form for Bilingual Education (if applicable)
K123456789101112	Copy of student's Individual Language Learner Plan (No longer required but may be in
	student file from previous status)
	Copy of Parent Notification of ELLAR Monitoring (No longer required but may be in
L	student file from previous status)
	or students with *R-IEP (Withdrawn from ELD Services by IEP Decision)
Status:	
	Initial Registration Form
TO 272 2461 T	Initial Home Language Survey
58 272 2461 I	e collected reports of English proficiency assessments (LAS, SELP, and/or AZELLA)
ז מ מ	by of Permission to Assess Student with AZELLA (if applicable)

py of Parent Notification of Monitoring ELL's After Reclassification

py of valid Waiver form for Bilingual Education (if applicable)

Copy of Withdrawal from ELL Status by SPED Criteria Form

student file from previous status)

rrent Parental Notification and Consent Form for Student Placement in ELL Program

Copy of student's Individual Language Learner Plan (No longer required but may be in

## Reclassified Pluent English Proficient (R-IEP)

## **TUSD**



- English Language Learner Program Withdrawals by Special Education Criteria are Not an available option as of Summer 2019
- EL students with an R-IEP status on PHLOTE list, <u>must</u> have this form in their individual cum folder prior to Summer 2019

IEP Team Determination: Discontinuation of English Language Learner Services

Phone: (520) 225-4600 Fax: (520) 225-4668

	ast Name				First	Name			Ma	tric _			
School			G	rade	1	EE Categ	ory		Da	ate of M	leeting		
The MET/II proficiency intervention AZELLA as	on the AZ	ZELLA as ore, the st	nd has de udent wil	termined I be exclu	that the s ided from	tudent's a	disability	is the pri	mary edu	cation	focus f	or	d
	ure of the sifying as p						nt from n	naking re	asonable	progres	ss and/o	or	
	ET/IEP tea												at the
improv	vement.		III AZELI	LA assess	sinents, as	docume	ned belo	w, marca	te no con	I	pattern	OI .	
	vement.	Oral ning/Spea		LA dissess	Reading		ned belo	Writing	te no con	Sistent	· 	erall	
improv	(Liste	Oral	aking)								Ove		ıce
improv	(Liste	Oral ning/Spea	aking)		Reading			Writing			Ove	erall erforman	nce P
improv	(Liste	Oral ning/Spea erformand Level	aking)	I	Reading Performand Level	ce	F	Writing Performand Level	ce	Ov	Ove verall Pe Le	erall rformar vel	
improv	(Liste	Oral ning/Spea erformand Level	aking)	I	Reading Performand Level	ce	F	Writing Performand Level	ce	Ov	Ove verall Pe Le	erall rformar vel	
improv	(Liste	Oral ning/Spea erformand Level	aking)	I	Reading Performand Level	ce	F	Writing Performand Level	ce	Ov	Ove verall Pe Le	erall rformar vel	
improv	(Liste	Oral ning/Spea erformand Level	aking)	PEB	Reading Performanc Level I	P	PEB	Writing Performanc Level I	P	PEE	Ove	erall rformar vel	

## 2020-21 School Assignmenta for 1900 Specialist 2615-10 Filed 11/01/ELEMENTARY SPECIALISTS (K-5)

	Catherine.Espinoza2@tusd1.org	Marisa.Pargas@tusdl.org	Olivia.Cazares@tusdl.org	Cruz.Herrera@tusdl.org
1.	Booth-Fickett	Blenman	Banks	Bonillas
2.	Borman	Collier	(DL) Bloom	Borton
3.	Cavett	Cragin	Carrillo	Erickson
4.	Davidson	Dietz	Drachman	Fruchthendler
5.	(DL) Davis	(DL) Grijalva	Ford	Henry
6.	Dunham	Hudlow	Holladay	(DL) Hollinger
7.	Gale	Miles	Johnson	Hughes
8.	Howell	Myers-Ganoung	Kellond	(DL) McCorkle
9.	Lineweaver	Ochoa	Lawrence	(DL) Roskruge
10.	Lynn-Urquides	Oyama	Maldonado	Safford
11.	Marshall	Robins	Manzo	Tully
12.	Pueblo Gardens	Steele	Maxwell	Warren
13.	Roberts/Naylor	Sewell	Miller	Whitmore
14.	Rose (K-5)	Tolson	(DL) Mission View	Wright
15.	(DL) Van Buskirk	Wheeler	Robison	Soleng Tom
16.		(DL) White	Vesey	

/21 Page 43 of 13 Sessment Coordinator Site Assignments  Updated 7/22/2020						
Temporary	Charlotte	Lisa				
Banks	Bonillas	Catalina HS				
Blenman	Booth/Fickett (K-8)	Cavett				
Bloom	Carrillo	Cragin				
Borman	Drachman	Davidson				
Borton	Dunham	Dietz (K-8)				
Cholla HS	Gridley	Dodge MS				
Collier	Grijalva	Hollinger (K-8)				
Davis	Henry	Howell				
Doolen MS	Hudlow	Johnson (K-2)				
Erickson	Hughes	Kellond				
ord	Lynn-Urquides	Lawrence (3-8)				
ruchthendler	Magee	Lineweaver				
Gale	Mansfeld MS	Morgan Maxwell (K-8)				
Holladay	Manzo	Myers-Ganoung				
Maldonado	Marshall	Pueblo Gardens (K-8)				
AcCorkle (K-8)	Miller	Rincon HS				
Miles	Ochoa	Robins (K-8)				
Mission View	Pueblo HS	Sabino HS				
Dyama	Roberts/Naylor (K-8)	Safford (K-8)				
Palo Verde HS	Robison	Sahuaro HS				
Pistor MS	Rose (K-8)	Secrist MS				
Roskruge (K-8)	Santa Rita HS	Sewell				
Tolson	Soleng Tom	Tucson HS				
Γully	Steele	University HS				
/alencia MS	Van Buskirk	Utterback MS				
Vheeler	Vesey	Vail MS				
Vhite	Warren	Wakefield				
	Whitmore	Wright				
	Alternative Schools	Alternative Schools				
	Mary Meredith (K-12)	Alternative 2 (TAPP)				
	Innovation Tech	C.O.L.E Direct Link (Ex.Ed.)				
	7	Project MORE				
		SV Alternative				
		Private Schools				

ALL Forms related to
PHLOTE students are available on the TUSD
Intranet. Copy the link below into a new
browser

http://intranet/languageacq/forms.asp
Full compliance training available
on the LAD Intranet







