



ESOL Audit Checklist

This checklist is used during FTE school visits to review accuracy of LEP audit folders. This checklist is only used as a basis for FTE review and is not inclusive of all necessary paperwork for student ESOL records.

STUDENT NAME _____ ID# _____ SCHOOL _____
Years in ESOL: _____

IDENTIFICATION Home Language Survey _____
Programmatic Assessment _____ DEUSS _____
Notification of Test _____
Documentation of Test Results _____
Delay of Testing _____

PLACEMENT Letter of Eligibility _____
Entry Date _____ Grade on Entry _____
Current Plan Date _____
Current Schedule _____
Classroom Teacher (Rdng/ELA) _____
Out of Field Approval _____
Out of Field Notification _____
30-Day Continuation of Srvcs _____
ELL Minutes (*concerns*) _____

EXTENSION OF SERVICES Date of Retest _____ Test Score _____
Re-Eval Date _____
ELL Minutes _____

EXIT Exit Letter _____

POST RECLASSIFICATION Parent Notification _____ Reclass. Date _____

MONITORING 1st RC _____ 2nd RC _____ 3rd RC _____ End of Yr 2 _____