

SY 20 ____ - ____

Student Name: _____

Language for Report Card: _____

Date of Birth: ____ / ____ / ____

Language of Communication: _____

Grade Level: _____

Enrollment Date: ____ / ____ / ____

Illinois State Board of Education EL Cumulative Folder Record Requirements

Each student record (cumulative folder) for an English learner (EL) in the state of Illinois must contain the documents listed below. Please place an “X” next to each document in the student’s file. If the item does not apply to the EL student (e.g., part-time rationale form, monitoring after exiting the program, etc.) mark “N/A.”

Completed [Home Language Survey \(HLS\)](#)

[23 Illinois Administrative Code 228.15 \(b\)](#): The HLS must be administered in English and the student’s home language.

Program Entry/Exit Information in [Notification Letters](#)

[23 Illinois Administrative Code 228.40 \(c\)\(3\)](#): School districts shall maintain records of each student enrolled in the manner prescribed in 23 Ill. Adm. Code 375 (Student Records). Student records shall include program entry/exit information.

Annual English Language Proficiency [Assessment Scores \(WIDA Scores\)](#)

[23 Illinois Administrative Code 228.40 \(c\)\(3\)](#): School districts shall maintain records of each student enrolled in the manner prescribed in 23 Ill. Adm. Code 375 (Student Records). Student records shall include...annual English language proficiency assessment scores.

Results from the Prescribed Screening Instrument (WIDA Screener)

[23 Illinois Administrative Code 228.40 \(c\)\(3\)](#): School districts shall maintain records of each student enrolled in the manner prescribed in 23 Ill. Adm. Code 375 (Student Records). Student records shall include...results from the prescribed screening instrument for students in kindergarten and grades 1 through 12.

Rationale for a Student’s Placement into a [Part-Time Program](#)

[23 Illinois Administrative Code 228.40 \(c\)\(3\)](#): School districts shall maintain records of each student enrolled in the manner prescribed in 23 Ill. Adm. Code 375 (Student Records). Student records shall include...the rationale for a student’s placement into a part-time program, where applicable, including documentation of this criteria, as set forth in Section 228.30 (c) (3) of this Part, used to determine that part-time program would be appropriate.

Documentation of Conferences and Written Communication with Parents or Legal Guardians

[23 Illinois Administrative Code 228.40 \(c\)\(3\)](#): School districts shall maintain records of each student enrolled in the manner prescribed in 23 Ill. Adm. Code 375 (Student Records). Student records shall include... documentation of conferences and written communication with parents or legal guardians. Parents and legal guardians of students enrolled in programs shall have access to their students' records, as specified in 23 Ill. Adm. Code 375.

**Any request to withdraw from the program must be initiated by parents or legal guardians and be in writing.*

Parent-Initiated Written Request for Report Card in English Only (Report Card Waiver, if applicable)

[23 Illinois Administrative Code 228.40 \(c\)\(3\)](#): School districts shall maintain records of each student enrolled in the manner prescribed in 23 Ill. Adm. Code 375 (Student Records). Student records shall include...other student information (e.g., **language**, grade level, attendance).

Parent-Initiated Written Request to Receive Communication in English Only (if applicable)

[23 Illinois Administrative Code 228.40 \(c\)\(3\)](#): School districts shall maintain records of each student enrolled in the manner prescribed in 23 Ill. Adm. Code 375 (Student Records). Student records shall include...other student information (e.g., **language**, grade level, attendance).

Monitoring Exited EL Students

[ESSA § 3121\(a\)\(4\)](#): The Local Education Agency monitors the progress made by children in meeting challenging academic content and student academic achievement standards for each of the two years after such children are reclassified and no longer receiving services under this Part.