

ELD Learning Plans Reports

- I. What is the purpose of this report? The ELD Learning Plans Report is used to keep a record of all EL students who enroll in our programs and to track their growth. Additionally, the report is used to identify if we are in compliance with certain state and federal laws that pertain to EL students.
- II. Who needs to complete the report? One report is required from each school site. If a site has more than one EL Coach it is recommended that the Coaches maintain a joint report, but if individual reports are kept, the data needs to be compiled into one report before being turned in.
- III. What dates do the reports cover and when are they due? Generally, the ELD Learning Plans Reports cover the periods of January 1 – June 30 and July 1 – December 31 of each year. (These dates may change if Alt. Ed. starts back to school in January before the Kern High School District.) The reports are due by January 31st and July 31st each year.
- IV. Instructions:
 - a. ID#.
 - b. Student's name: Include the name of every EL student who is enrolled at your site during the time period that the report covers.
 - c. Grade.
 - d. SE: Write an "X" or "yes" in this box if the student receives Special Education services. Use this column to help you complete your Title I Time Tracker, also.
 - e. PLA: Write the abbreviated name of the test that the student has taken – "WM" for Woodcock-Munoz, "LAS" for the Language Assessment Survey, etc. If you do not have this information, contact your site's Woodcock-Munoz tester to arrange administration of the test within 90 days of enrollment. If you don't have a tester on your site, contact Michelle Kammeraad at 852-5634 for assistance.
 - f. CELDT date: Use this box to ensure that you have current CELDT scores for each student. Write the date of the student's most recent CELDT testing, using month/day/year. (A CELDT test is considered "current" if it was administered on or after July 1st of that school year. State law requires that every EL student be CELDT tested each school year.)
 - g. Teacher's name: Indicate the student's home teacher. If the student transfers to a different teacher at your site, add his/her name.
 - h. Enrollment Date.
 - i. Date ELD Plan Started: If a new EL plan is written for the student at your site, this is the actual date on which the ELD Plan was written. If the student is coming to you with an established plan (either a re-enrollment or a transfer), use the date on which you received the plan as the start date.
 - j. Date Dropped/Transferred.
 - k. # of Goals Attempted: This refers to the number of Goals that were attempted during the 6-month period that the particular report covers. Do not include goals that were indicated as Met on previous reports.

- l. # of Goals Met: This refers to the number of Goals that were met during the 6-month period that the particular report covers. Do not include information that was included on previous reports. If a student is still enrolled on the end date of the report (i.e., June 30 or December 31), assess the student's goals as of that date.
- m. ELD Level: Use the number (i.e., 1 = Beginning, 2 = Early Intermediate, etc.) or abbreviation to indicate the student's language proficiency.
- n. Exceptions to the "rules"
 - i. If a student is enrolled for less than 90 days and you do not have PLA scores, write "<90 days" in the PLA box.
 - ii. If a student is enrolled for less than 30 days and you did not get a plan written or the student did not meet any of his/her goals, write "<30 days" in the Date ELD Plan Started, Goals Attempted, and Goals Met boxes.
 - iii. If a student's ELD Level changes during a reporting period because he/she was incorrectly placed in the wrong level plan, write the date on which the plan was discontinued preceded by "Disc." (e.g., "Disc. 5/16/09") in the Date Dropped/Transferred box. Additionally, in the ELD Level box indicate what level the student changed from and to (e.g., "EI to Int"). On the following line, enter the information for the student for the updated plan.
 - iv. If a student is redesignated during a reporting period, write the date on which the student was redesignated in the Date Dropped/Transferred box preceded by "RFEP" (e.g., "RFEP 1/17/09").