ESOL Audit Trail Checklist

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| Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | School: \_\_\_\_\_\_ | Tier: \_\_\_\_\_\_ | Grade: \_\_\_\_\_\_ | Date Reviewed: \_\_\_\_\_\_ | By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Look for the following in the orange folder: |
| 1. Home language survey:
 | Y N | Date of Survey: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DEUSS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Student entry test
 | Y N | Test Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date of Test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Parent notification letter
 | Y N | Date of Letter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Parent Signature? | Y N |
| 1. ELL Student Plan(s)
 | YR 1: | Y N | Grade: \_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ | Parent Invitation?Parent Signature?Meeting Minutes? | Y NY NY N | Report Cards (all quarters)? | Y N |
|  | YR 2: | Y N | Grade: \_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ | Parent Invitation?Parent Signature?Meeting Minutes? | Y NY NY N | Report Cards (all quarters)? | Y N |
|  | YR 3: | Y N | Grade: \_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ | Parent Invitation?Parent Signature?Meeting Minutes? | Y NY NY N | Report Cards (all quarters)? | Y N |
|  | YR 4: | Y N | Grade: \_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ | Parent Invitation?Parent Signature?Meeting Minutes? | Y NY NY N | Report Cards (all quarters)?Extension of Instruction? | Y NY N |
|  | YR 5:  | Y N | Grade: \_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ | Parent Invitation?Parent Signature?Meeting Minutes? | Y NY NY N | Report Cards (all quarters)?Extension of Instruction? | Y NY N |
|  | YR 6: | Y N | Grade: \_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ | Parent Invitation?Parent Signature?Meeting Minutes? | Y NY NY N | Report Cards (all quarters)?Extension of Instruction? | Y NY N |
|  | YR 7: | Y N | Grade: \_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ | Parent Invitation?Parent Signature?Meeting Minutes? | Y NY NY N | Report Cards (all quarters)?Extension of Instruction? | Y NY N |
|  | YR 8: | Y N | Grade: \_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ | Parent Invitation?Parent Signature?Meeting Minutes? | Y NY NY N | Report Cards (all quarters)?Extension of Instruction? | Y NY N |
|  | YR 9: | Y N | Grade: \_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ | Parent Invitation?Parent Signature?Meeting Minutes? | Y NY NY N | Report Cards (all quarters)?Extension of Instruction? | Y NY N |

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| 1. Are the exit requirements in the folder?
 | Exit test? | Y N | Exit form? | Y N | Parent notification? | Y N |
| 1. Is monitoring information complete on the exit form?
 | Y N |
| 1. Are progress monitoring report cards in the folder?
 | 1st report card | Y N | 1st semester | Y N | 1st year | Y N | 2nd year | Y N |
| 1. Are all CELLA/ACCESS reports in the folder?
 | YR 1: | Y N | YR 2: | Y N | YR 3: | Y N | YR 4: | Y N | YR 5:  | Y N | YR 6: | Y N |
| 1. Skyward Data Verification:
 | DEUSS Date Correct | Y N | Exit Date Correct | Y N | Classification Date Correct | Y N |
| Start Date Correct | Y N | Basis of Exit Correct | Y N | HLS/Referral Date Correct | Y N |
| Basis of Entry Correct | Y N | Test History Correct | Y N | Reclassification Date Correct | Y N |