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 N  Y N  Y N | Report Cards (all quarters)? | | | Y N |
|  | YR 2: | Y N | | Grade: \_\_\_\_\_\_ | | Date: \_\_\_\_\_\_\_\_\_ | | Parent Invitation?  Parent Signature?  Meeting Minutes? | | | Y N  Y N  Y N | Report Cards (all quarters)? | | | Y N |
|  | YR 3: | Y N | | Grade: \_\_\_\_\_\_ | | Date: \_\_\_\_\_\_\_\_\_ | | Parent Invitation?  Parent Signature?  Meeting Minutes? | | | Y N  Y N  Y N | Report Cards (all quarters)? | | | Y N |
|  | YR 4: | Y N | | Grade: \_\_\_\_\_\_ | | Date: \_\_\_\_\_\_\_\_\_ | | Parent Invitation?  Parent Signature?  Meeting Minutes? | | | Y N  Y N  Y N | Report Cards (all quarters)?  Extension of Instruction? | | | Y N  Y N |
|  | YR 5: | Y N | | Grade: \_\_\_\_\_\_ | | Date: \_\_\_\_\_\_\_\_\_ | | Parent Invitation?  Parent Signature?  Meeting Minutes? | | | Y N  Y N  Y N | Report Cards (all quarters)?  Extension of Instruction? | | | Y N  Y N |
|  | YR 6: | Y N | | Grade: \_\_\_\_\_\_ | | Date: \_\_\_\_\_\_\_\_\_ | | Parent Invitation?  Parent Signature?  Meeting Minutes? | | | Y N  Y N  Y N | Report Cards (all quarters)?  Extension of Instruction? | | | Y N  Y N |
|  | YR 7: | Y N | | Grade: \_\_\_\_\_\_ | | Date: \_\_\_\_\_\_\_\_\_ | | Parent Invitation?  Parent Signature?  Meeting Minutes? | | | Y N  Y N  Y N | Report Cards (all quarters)?  Extension of Instruction? | | | Y N  Y N |
|  | YR 8: | Y N | | Grade: \_\_\_\_\_\_ | | Date: \_\_\_\_\_\_\_\_\_ | | Parent Invitation?  Parent Signature?  Meeting Minutes? | | | Y N  Y N  Y N | Report Cards (all quarters)?  Extension of Instruction? | | | Y N  Y N |
|  | YR 9: | Y N | | Grade: \_\_\_\_\_\_ | | Date: \_\_\_\_\_\_\_\_\_ | | Parent Invitation?  Parent Signature?  Meeting Minutes? | | | Y N  Y N  Y N | Report Cards (all quarters)?  Extension of Instruction? | | | Y N  Y 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 |