

**Appropriate labels should be placed side-by-side on the outside of the student's folder.



**Order of Bilingual Folder Documents Grades Pk-12
New Entries, Continuing LEP, Monitored, Re-Entries**

When all attempts have been made to locate documentation and some documentation is still missing, complete the **Documentation of Incomplete Required Forms (802-005) – this form should be stapled on the **inside front cover** of the folder for easy access to the LPAC.

General Forms

Home Language Survey *only one HLS (signed at initial entry) should be in the LEP folder	This form is to be completed, signed and dated by the parent for every student new to the district. (802-003a – 802-003b)
Student History of Schooling	This form is used to document a student's academic history only if a previous HLS is already in the student's folder at the time of registration. (802-022a)
Notification of Enrollment in Bilingual/ESL Program *date parent signs is the date the child becomes LEP on PEIMS	Written notification to parents that their child was identified as LEP. This form is to be signed and dated as permission to be placed in the Bilingual/ESL program. (802-007a – 802-007b) (802-008a – 802-008b)
Parent Waiver (Denials) *LEP denials are still coded as LEP <ul style="list-style-type: none"> ▪ original denials, or ▪ denials after the child has already participated in the program 	This form is to be signed and dated if a parent chooses to deny the services of the Bilingual/ESL program. (802-009a – 802-009b)
Notification of the Exit from Bilingual/ESL Program *date parent signs is the exit date	Written notification to parent that their child has met exit criteria and will no longer receive services from the Bilingual/ESL program. (802-018a – 802-018b)
Follow-Up of Exited Students (M1/M2)	This form should be completed every six-weeks to monitor progress of exited students – for two years after they exit. (802-019a -b)
LPAC Student Assessment History for LEP Students (yellow card)	This form should be readily accessible to the current LPAC and should have ALL the necessary student information filled out appropriately in order to make the best instructional and assessment decisions. (802-006a-b)
STAAR testing – Star Participation and Linguistic Accommodations Decisions	This form must be completed for each individual LEP student to document STAAR assessment/accommodation decisions. (802-024a-b)
** TAKS testing – Documentation of Exemptions Evidence of Inadequate Foundation of Learning Documentation of Allowable Linguistic Accommodations Documentation to Administer Assessments in English or Spanish (3 rd -5 th)	(802-015a-b) (802-016)

STUDENT ASSESSMENT DOCUMENTS

Assessment information will be placed in order from most recent in front to the oldest document in the back.
Information for each individual assessment will be clipped together.

Oral Language Proficiency Tests in English and Spanish (Pre-IPT, Pre-LAS, LAS Links)	
Terra Nova	
TPRI/Tejas LEE	
ITBS/Logramos	
TELPAS Results and Student Writing Samples	
STAAR Results/TAKS Results	

OTHER REQUIRED FORMS

Clipped together in order from most recent in front to the oldest document in the back.

Parental Report on Student Progress	Report is provided to parents of LEP students during the first six-weeks of school. Parent must sign and return the letter which is kept on file. (802-013a-b – 802-013c-d)
Progress Report on Student Denials	This letter should be sent yearly to parents of LEP denials to inform them that they have another opportunity to enroll their child in the Bilingual/ESL program. (802-021a – 802-021b)

