



LEP FOLDER CHECKLIST SCHOOL YEAR 20____ - 20

Fill out ALL sections for this year and place this form inside the LEP folder.

Student's Name: _____ **Grade:** _____

Each student's LEP folder containing all assessment data, all LPAC information, and original signed forms should be placed inside their cumulative folder. Their cumulative folder should contain the same information as any other student.

Item	
	One Home Language Survey (the one dated furthest back) in each student's cumulative folder
	Testing Data OLPT Oral – Oral test scores (in English and native language for bilingual program) Norm – Referenced test scores (grades 2-12), if applicable TELPAS Writing Samples, if applicable TPRI/Tejas Lee Booklets
	Initial LPAC documentation with dates and signatures which classifies the student as either LEP or Non-LEP
	Signed parent permission or denial of placement for students who qualify for services
	Any other subsequent LPAC documentation concerning the instructional design or setting of the student
	Assessment LPAC documentation dated early spring noting the assessment decision (English, Spanish, or Exemption for qualifying immigrant students, SDAA as determined by an ARD)
	TELPAS scores, if applicable
	End of year OLPT scores, OP results
	Annual LPAC Review documentation, showing the following year placement and data used to determine the placement
	For student's exiting the program, evidence of reading, writing, and oral fluency in English based on exit criteria from 19 TAC Ch. 89
	Signed parent notification of program exit
	Monitoring information for the two years following the exit of students from the program.

For ease of review, each year's data should be stapled together. Keep all relevant data and signed forms.