ESOL Audit Trail Checklist

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_ Date Reviewed: \_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Look for the following in the orange folder:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| 1. ELL Student Plan(s) | | YR 1: | Y N | Grade: \_\_\_\_\_\_ | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Parent Invitation? | | | | | | | | Y N | Meeting Minutes? | | | | | Y N |
|  | | YR 2: | Y N | Grade: \_\_\_\_\_\_ | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Parent Invitation? | | | | | | | | Y N | Meeting Minutes? | | | | | Y N |
|  | | YR 3: | Y N | Grade: \_\_\_\_\_\_ | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Parent Invitation? | | | | | | | | Y N | Meeting Minutes? | | | | | Y N |
|  | | YR 4: | Y N | Grade: \_\_\_\_\_\_ | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Parent Invitation? | | | | | | | | Y N | Meeting Minutes? | | | | | Y N |
|  | | YR 5: | Y N | Grade: \_\_\_\_\_\_ | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Parent Invitation? | | | | | | | | Y N | Meeting Minutes? | | | | | Y N |
|  | | YR 6: | Y N | Grade: \_\_\_\_\_\_ | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Parent Invitation? | | | | | | | | Y N | Meeting Minutes? | | | | | Y N |
| 1. Extension of Instruction | | YR 4: | Y N | Grade: \_\_\_\_\_\_ | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Parent Invitation? | | | | | | | Y N | | Meeting Minutes? | | | | | Y N |
|  | | YR 5: | Y N | Grade: \_\_\_\_\_\_ | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Parent Invitation? | | | | | | | Y N | | Meeting Minutes? | | | | | Y N |
|  | | YR 6: | Y N | Grade: \_\_\_\_\_\_ | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Parent Invitation? | | | | | | | Y N | | Meeting Minutes? | | | | | Y N |
| 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 | | |
|  | Entry Date Correct | | | | Y N | | Basis of Exit Correct | | | | | | | | | Y N | | | | HLS Date Correct | | | | | | | | | | Y N | | |
|  | Basis of Entry Correct | | | | Y N | | Test History Correct | | | | | | | | | Y N | | | | Reclassification Date Correct | | | | | | | | | | Y N | | |