**Teacher Notification of ELL Student Placement**

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| Date: Click or tap to enter a date. | Student Name: |
| Grade: | School: |
| Primary Language: | Teacher: |

A child who has been designated as an English Language Learner (ELL) has been placed in your classroom. The Florida Consent Decree requires that elementary school teachers giving a language arts grade; secondary English teachers; Intensive Reading and other secondary teachers giving a language arts grade receive 60 hours of ESOL training each year they are assigned an ELL student. Deadlines for completing training vary depending on your hire date in Citrus County.

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| ***Primary ELA/Reading Teachers (ESOL Category I)*** |
| You are currently ‘in-field’ in regards to ESOL. **[Requires principal authorization]** |
| You are ‘out of field’, but compliant, in regards to ESOL. As mandated by the Meta Consent Decree, you are required to obtain ESOL endorsement/certification. Failure to make progress towards ESOL endorsement/certification could result in termination of employment or involuntary transfer (You are required to complete 3 semester hours or 60 in-service points within the first two years when an ELL student is first assigned to you. You are required to complete 3 semester hours or 60 in-service points each subsequent year until endorsement or certification is earned). **[Requires teacher and principal authorization]** |
| You are ‘out-of-field’, but compliant, because you are a beginning teacher you have two years to complete the required ESOL courses. **[Requires teacher and principal authorization]** |
| You are out of compliance in regards to ESOL. Because you were previously ‘out of field’ this makes you, school administration and the district out of compliance and results in the loss of weighted FTE funding. **[Requires teacher and principal authorization]** |
| ***Other Teachers (ESOL Category II and III)*** |
| You have the required ESOL points (60 points for math, science, social studies, and/or computer literacy OR 18 points for other subject areas) to serve this student. **[Requires principal authorization]** |
| You are ‘out-of-field’, but compliant, because the required ESOL points need to be completed this school year (18 or 60 points depending on subject area assignment). **[Requires teacher and principal authorization]** |
| You are out of compliance in regards to ESOL points. Failure to obtain required ESOL points could result in termination of employment or involuntary transfer. Non-compliance results in the loss of weighted FTE funding. **[Requires teacher and principal authorization]** |

If you believe this information is incorrect, verify your in-service points with the Professional Development Department. Or, if you have taken a university course that may fulfill the ESOL requirement, send an unofficial transcript to the district ESOL office for evaluation. If you have taken ESOL in-service in another Florida county, have a transcript sent to the district ESOL office.

The Consent Decree requires that all teachers of ELL students adapt their instruction based on English language development levels. Therefore, you must document the use of ESOL strategies in your plan book or use the method your school adopts. These strategies can be found in the student’s ELL plan. Thank you for making sure your ELL students are given “comprehensible” instruction in English.

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