

# ESOL Audit Trail Checklist

Rev.4/2014

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date folder reviewed \_\_\_\_\_ By (print name) \_\_\_\_\_

Look for the following items in the Audit Trail folder:

1. ☐ **Home Language Survey:** **Signed**      Y   N **Dated**      Y   N
2. ☐ **Is the entry test in folder?** \_\_\_\_\_ Y   N
3. ☐ **Is the Parent Notification Letter dated?** Y   N
4. ☐ **ELL Student Plan(s) – ES 620**

		<b>YR 1</b>	<b>YR 2</b>	<b>YR 3</b>	<b>YR 4</b>	<b>YR 5</b>	<b>YR 6</b>
two for each year in ESOL	October:	Y   N	Y   N	Y   N	Y   N	Y   N	Y   N
	February:	Y   N	Y   N	Y   N	Y   N	Y   N	Y   N

<b>entry date correct</b>	Y   N	<b>basis of entry correct</b>	Y   N	<b>classification date correct</b>	Y   N
<b>exit date correct</b>	Y   N	<b>basis of exit correct</b>	Y   N	<b>HLS date correct</b>	Y   N
<b>test history correct</b>	Y   N			<b>reclassification date correct</b>	Y   N
5. ☐ **Extension of Instruction Forms**

	<b>YR 4</b>	<b>YR 5</b>	<b>YR 6</b>
- one for each year in ESOL beyond the third year	Y   N	Y   N	Y   N
- ELL documentation and parent notification of ELL Committee Meeting	Y   N   n/a	Y   N   n/a	Y   N   n/a
6. ☐ **ELL Committee Meeting: Documentation for each meeting including a copy of Parent Notification of ELL Meeting**
  - a. attached to the ELL Committee form are the two quantifiable criteria used to support the decision of the committee
7. ☐ **Is the Exit Test in folder?** Y   N
8. ☐ **Exit Letter Copy** Y   N
9. ☐ **Are all Monitoring Forms in folder?** **1<sup>st</sup> report card:** Y   N **1<sup>st</sup> semester:** Y   N **1<sup>st</sup> year:** Y   N **2<sup>nd</sup> year:** Y   N
10. ☐ **Are all State CELLA Reports in folder?** Y   N
11. ☐ **Is Parent Notification of AMAOs in folder?** Y   N
12. ☐ **Is Testing Accommodations – Flexible Setting Permission in folder?** Y   N