Overview: This form is used when a student’s EL coding is changing after October Count in the same school year and same district with an EL history >2 years (3 Student October, 2 Student End of Year collections). If approved, the district is responsible for requesting any necessary follow-up EL coding exceptions in the subsequent Student October collection.

Instructions: Districts, please complete all sections of this form on pages 1 & 2, upload the form and any necessary attachments to Syncplicity, and notify the Student End of Year collection lead. CDE staff will complete the information on page 3.

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| **Student Full Name:** Click or tap here to enter text. | **School Year:** Click or tap here to enter text. |
| **SASID:** Click or tap here to enter text.  | **District Code:** Click or tap here to enter text. | **School Code:** Click or tap here to enter text. | **Grade Level:** Choose an item. |
| **Student October Coding (current year)**Language Proficiency: [ ]  0 Not Applicable [ ]  1 NEP[ ]  2 LEP[ ]  6 FEP Monitor Year 1[ ]  7 FEP Monitor Year 2[ ]  8 FEP Exited Year 1[ ]  9 FEP Exited Year 2[ ]  5 FELL Former EL[ ]  4 PHLOTE, English ProficientLanguage Background: Click or tap here to enter text.Language Instruction Program:[ ]  00 No/Not Applicable[ ]  01 ESL or ELD [ ]  02 Dual Language/Two-Way Immersion[ ]  03 Transitional Bilingual Ed. Or Early-Exit Bilingual Ed.[ ]  04 Content Classes with integrated ESL supports[ ]  05 Newcomer Programs[ ]  97 Other[ ]  98 Not in Language Instruction Program, Parent Choice | **Student End of Year Coding (requested change)**Language Proficiency: [ ]  0 Not Applicable [ ]  1 NEP[ ]  2 LEP[ ]  6 FEP Monitor Year 1[ ]  7 FEP Monitor Year 2[ ]  8 FEP Exited Year 1[ ]  9 FEP Exited Year 2[ ]  5 FELL Former EL[ ]  4 PHLOTE, English ProficientLanguage Background: Click or tap here to enter text.Language Instruction Program:[ ]  00 No/Not Applicable[ ]  01 ESL or ELD [ ]  02 Dual Language/Two-Way Immersion[ ]  03 Transitional Bilingual Ed. Or Early-Exit Bilingual Ed.[ ]  04 Content Classes with integrated ESL supports[ ]  05 Newcomer Programs[ ]  97 Other[ ]  98 Not in Language Instruction Program, Parent Choice |
| **Most Recent WIDA ACCESS scores (required)**School Year Assessed: Click or tap here to enter text.Overall: Click or tap here to enter text.Literacy: Click or tap here to enter text.  | Listening: Click or tap here to enter text.Speaking: Click or tap here to enter text.Reading: Click or tap here to enter text.Writing: Click or tap here to enter text. |
| **Most Recent WIDA SCREENER scores (required)**School Year Assessed: Click or tap here to enter text.Overall: Click or tap here to enter text.Literacy: Click or tap here to enter text. | Listening: Click or tap here to enter text.Speaking: Click or tap here to enter text.Reading: Click or tap here to enter text.Writing: Click or tap here to enter text. |
| **Required Information:** *Provide details regarding your district’s decision-making process for this mid-year coding change and the body of evidence supporting this decision. If applicable, indicate if this student has additional learning needs that impact their academic performance for which an educational team has determined that language is not the root cause of the student’s learning needs (i.e. IEP/504).*Type response here |
| **Future planning:** *Provide an explanation of the district’s plan to prevent this type of error in the future.*Type response here |
| **Not required for coding changes due to clerical errors, but required for all other situations – Attach a copy of the Home Language Survey (HLS) signed by parents (include any previous HLS and the current HLS):** *A student cannot be identified/unidentified as EL solely based on responses indicated on the HLS, refer to* [*CO Standardized Procedures*](https://www.cde.state.co.us/cde_english/eldrequirements) *to collect Screener scores and body of evidence.* |
| **Not Required for coding changes due to clerical errors, but required for all other situations –** Attach a copy of document signed by parent acknowledging that student has not met the criteria on WIDA ACCESS for demonstrating proficiency and they understand that the student will no longer be receiving ELD instruction. |
| **Signatures:** Click or tap to enter a date.Building EL Educator DateClick or tap to enter a date.District EL Coordinator Date |

**CDE Internal Review**

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| Student End of Year Collection Lead ̶ EL History Review:*
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| CLDE Office Review Date:  |
| CLDE Office Recommendation:[ ]  Approve[ ]  Deny[ ]  More Information Needed |
| CLDE Office Notes/Questions: |