# 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 school year during the Student October collection.

# Instructions

1. Complete all required and applicable sections of this form.
	* Note: CDE staff will complete the CDE internal review section on the final page of the form.
2. Upload the form and any necessary attachments to the LEA’s Student Syncplicity folder.
	* Syncplicity folder name includes District Code – District Name – Student.
3. Email the Student End of Year collection inbox.

## Student Information (required)

* School Year: Enter School Year
* Student Full Name: Enter Name
* SASID: Enter 10-digit SASID
* District Code: Enter 4-digit District Code
* School Code: Enter 4-digit School Code
* Grade Level: **Select Grade Level**

### Student October Coding (current year)

* Language Proficiency: Select Code
* Language Background: Enter Language Background
* Language Instruction Program: Select Code

### Student End of Year Coding (requested changed)

* Language Proficiency: Select Code
* Language Background: Enter Language Background
* Language Instruction Program: Select Code

## Most Recent WIDA ACCESS scores (required)

Year Assessed: Click or tap here to enter text.

* Overall Composite Score: Enter Score
* Literacy Composite Score: Enter Score
* Listening Domain Score: Enter Score
* Speaking Domain Score: Enter Score
* Reading Domain Score: Enter Score
* Writing Domain Score: Enter Score

## Most Recent WIDA SCREENER scores (required)

Year Assessed: Click or tap here to enter text.

* Overall Composite Score: Enter Score
* Literacy Composite Score: Enter Score
* Listening Domain Score: Enter Score
* Speaking Domain Score: Enter Score
* Reading Domain Score: Enter Score
* Writing Domain Score: Enter Score

## Request Details (required)

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).

Enter detailed response here.

## Future Planning (required)

Provide an explanation of the district’s plan to prevent this type of error in the future.

Enter detailed response here.

## HLS Information (if applicable)

**Changes due to clerical errors:** Not required.

**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.

## Parent Acknowledgement (if applicable)

**Changes due to clerical errors:** Not required.

**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 (required)

Click here to insert signature or enter name. **Enter Date**

Building EL Educator Date

Click here to insert signature or enter name. **Enter Date**

District EL Coordinator Date

# CDE Internal Review

## Student End of Year Collection Lead – EL Historical Coding

Enter Historical Coding

## CLDE Office Review

* Date: Enter Date
* Recommendation: Select Recommendation
* Notes/Questions: Type notes/questions