

**Hadley Public Schools**

**Exit Criteria and FEL Monitoring Policy**

***Assessment of student readiness to complete & transfer from the ELL Program.***

*Student readiness to move into an instructional program with less reliance on the ELL Program should be the major criterion for determining transfer from the ELL Program. The following steps should be completed to determine student readiness for transfer.*

1. Student scores at least at level 5 on the ACCESS for ELLs.
2. Both classroom and ELL teachers' formative and summative assessments indicate that the student functions at grade level.
3. Discuss testing findings with ELL staff. Determine student readiness to transfer from the program.
4. Complete exit letters, ensuring that the principals sign them, and mail the letters to parents.
5. Document testing on district form.
6. Provide the designated secretary with the documentation to be entered into student information management system.
7. In accordance with the Massachusetts Department of Elementary and Secondary Education Guidelines, a plan is made at this time to periodically monitor the progress of the student for a period of four years after the student has completed the ELL program.
8. A recommendation may be made for the student to continue to receive services in the ELL Program for a period of time after which the student's progress will be reviewed. When this recommendation assessment findings and recommendations are documented.

***Note: This recommendation is made subject to the approval of the student's parent/guardian. File documentation of parent notification and placement decisions in the student's cumulative record and provide the designated school secretary with the information to be entered into the student information management system.***

**Checklist for ELL Staff**

IMPORTANT: Please use the translated form for parents who need them. Staple them to the English originals to send them home and to place them in the cum folder. Additionally, when needed, ask bilingual interpreters to make a phone call and explain the document in the parent/guardian's native language.

**Exit Forms/Completes ELL program**

1. **PLACEMENT TEST DOCUMENTATION**
  - Original and original testing protocols should be placed in the cum record
  - Documentation and tests should be placed in the ELL file
1. **PARENT LETTER ABOUT STUDENT COMPLETING PROGRAM**
  - Letter needs to be signed by the ELL staff and the principal
  - Original should be sent to parents
  - Copy should be filed in the cum record

**Four year monitor Process** – Each FEL student will be assigned an ELL teacher for monitoring each year.

- Four times per year**: check progress with teachers, review report cards and other SIMS data
- Follow up with teachers, students' parents and/or guardians and guidance.