Required Documentation Needed for an English Learner Program in Ohio

Below is a list of required documentation and documents needed in an EL Program. These documents are required during a desk or on-site review by the Ohio Department of Education, and should be part of an effective program at any time. Districts are required to evaluate their EL program every second year, in the odd year. Good practice indicates that an annual review is necessary to update policies and make changes as needed to ensure a quality program.

	Document	Legal Basis
	English Learner Manual or Handbook – include a program description, methods, materials and textbooks	ESSA 3115(f)(1)
	List of staff – position, job description, assignment, credentials, fluency in English	ESSA 3115(f)(1); ESSA1112(c)(6), 3116(c),OCR
	District policy to document teachers' fluency in English	ESSA1112(c)(6), 3116(c),OCR
	Documentation of teachers' progress toward TESOL certification	ESSA1112(c)(6), 3116(c),OCR
	Copies of completed Language Usage Surveys	ESSA(b)(2)(A)
	OELPS Results	ESSA(b)(2)(A)
	OELPA Results – to show increase in English proficiency	ESSA 3115(f)(1); ESSA 1111(b)(2)(G)
	Parent Notification Letters – examples in other languages or explanation of how the letter was understandable • Student was screened and qualified for EL services • Student was screened and did not qualify for EL services • Continuing services based on assessment data from another Ohio district or another state • File review – student already exited from an EL program, or student did not qualify in another district	ESSA 1112(e)(3) (A-B)
	Parent Refusal of Services Form	ESSA 1112(e)(3)(A-B)

	Protocol for re-identifying a former English learner as an active EL	OCR, EEOA
	Professional Development plan for all content teachers in effective strategies, and for the EL teacher(s)	OCR, EEOA
	Examples of communication with parents in an understandable form about programs and activities	OCR, EEOA
	Evidence of age appropriate placement of ELLs	OCR, EEOA
	Documentation of the number of ELLs in district programs and activities, e.g. gifted, AP, career and tech	OCR, EEOA
	Documentation that EL Program staff were included in selection of learning materials, e.g. textbooks	OCR, EEOA
	Monitoring procedure for exited ELs for two years	OCR, EEOA
	Procedure for evaluating the EL Program, and a completed evaluation	ESSA3121(a)
	Financial records of federal, state and local funds used for EL programs	ESSA 3115(g)
	Record of Title III EL funds expended in three categories – increase in English proficiency, professional development, and family engagement	ESSA 3115(c)(1-3)
	Document showing alignment between past evaluations with use of Title III EL funds	ESSA3121(a)
	Record of use of Title III Immigrant funds, if applicable	ESSA3115e
	Individual EL Plan and an ELL Grading Policy (not required but good practice)	

Jill Kramer, ELL Coordinator at the ESC of Central Ohio, compiled this list in January 2019.

Jill is available to assist districts in writing these documents. Contact her at jill.kramer@escco.org or call 614-753-4651.