



**EL Reclassification and Monitoring  
Roles and Responsibilities**

<b>PERSONNEL</b>	<b>RESPONSIBILITIES</b>
<b>Site Administrator</b>	<ul style="list-style-type: none"> <li>• Oversees reclassification process throughout school year.</li> <li>• January: submits list of students beginning reclassification process to Department of Educational Services.</li> <li>• Oversees monitoring process.</li> <li>• Submits Principal’s Assurances Checklist: Oct., Feb., June</li> </ul>
<b>School Secretary</b>	<ul style="list-style-type: none"> <li>• Initiates/ensures that teachers complete R-FEP Screening and Monitoring forms in March, June, and November.</li> <li>• Notifies teachers of assessment outcomes.</li> <li>• Solicits teacher recommendations for reclassification</li> </ul>
<b>Classroom Teacher</b>	<ul style="list-style-type: none"> <li>• Evaluates student work and makes recommendations for reclassification to Site Administrator.</li> <li>• Monitors student progress for a two-year period following reclassification and completes R-FEP screening and Monitoring Form in March, June and November.</li> <li>• Attends ALL/SST Team Meetings as needed.</li> <li>• Implements recommended interventions.</li> </ul>
<b>Department of Educational Services</b>  <b>Coordinator of English Learner Programs</b>	<ul style="list-style-type: none"> <li>• Ensures that R-FEP’s codes have been updated in Power School</li> <li>• Ensures that new R-FEP student data is reported on R-30.</li> <li>• Distributes lists of eligible students per current data.</li> <li>• Coordinates district’s reclassification/monitoring procedures.</li> <li>• Ensures training for site administrators and secretaries regarding reclassification and monitoring.</li> <li>• Collects lists of reclassified students from each site.</li> <li>• Oversees collection and analysis of data regarding reclassified students.</li> <li>• Generates each site’s list of eligible students based on current data.</li> <li>• Oversees analysis of data re: EL and R-FEP students.</li> <li>• Generates list every September, January and March of all students who were redesignated within last two years and distributes to site administrators.</li> </ul>