

ADMINISTRATIVE CIRCULAR NO. 54

Leadership and Learning Division

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 9, 2015

To: Principals, Vice Principals, English Learner Support Teachers, and Site English Learner Coordinators

Subject: RECLASSIFICATION OF ENGLISH LEARNERS

Department and/or Persons Concerned: Principals, Vice Principals, English Learner Support Teachers, English Learner Coordinators, Teachers of English Learners

Action Requested: Follow instructions under “Processing Students for Reclassification” on page 2 of this circular

Reference: Education Code Section 313 (f) (1-4)

Attachment: Revised English Learner Reclassification Profile

Brief Explanation:

Reclassification is the process whereby an English Learner (EL) is reclassified as Fluent English Proficient (RFEP) after meeting various linguistic and academic criteria established by the State and district. In general, a student’s official status is changed from EL to RFEP when he or she meets the following criteria:

- a. Attains overall English proficiency level of Advanced or Early Advanced on the California English Language Development Test (CELDT), with at least three subtests of CELDT at Advanced or Early Advanced, and a fourth subtest at Advanced, Early Advanced, or Intermediate.
- b. Demonstration of “basic skills” in English from an objective assessment that is also given to English proficient students of the same age. In lieu of the CST-ELA, ELs will be able to demonstrate their “basic skills” using 1) the Developmental Reading Assessment (DRA); 2) the Secondary Interim Literacy Assessment; or 3) the California High School Exit Exam English Language Arts (CAHSEE ELA) as available for each grade level.
- c. Elementary classroom teacher or secondary English teacher determination that the student is able to be successful in core subject areas in a regular program designed for native and fluent speakers of English.
- d. Parent notification and opportunity to consult with staff regarding the reclassification process.

In school contexts, “Fluent English Proficient” is expected to connote three things:

1. The student has sufficient English linguistic skills to comprehend and communicate effectively at the given age or grade level. These skills include grammar, vocabulary, and adequate perception and pronunciation of English sounds.

2. The student has sufficient academic language skills to engage in cognitively demanding, grade-level work without modifications or accommodations. Students need to be able to read, speak, and write about more abstract concepts and topics, and to do so using the more formal language structures and functions associated with critical thinking.
3. The student is ready to meet grade-level performance expectations as demonstrated by academic achievement in grade-level subject matter using English.

While reclassification determinations are to be based on the multiple indicators established by the State and district, we ask that you consider CELDT results as **the leading indicator** when identifying potential reclassification candidates, particularly for students in grades 5-12.

Processing Students for Reclassification

Please see the attached *English Learner Reclassification Profile (Revised 1/29/15)*. To facilitate the transition to this updated version of the reclassification profile, the Office of Language Acquisition (OLA) will send a “starter” supply of 3-color NCR forms to each school, in quantities commensurate with their expected number of reclassification candidates. Additional forms will be available upon request from OLA.

Please use the updated reclassification profile for all reclassification candidates, regardless of grade level. Complete all sections of the profile and follow the directions at the bottom of the form to facilitate submission to OLA for approval.

Special consideration should be given to students in grades 5 and 8, so they have the opportunity to be considered for reclassification prior to moving on to middle school or senior high school.

Questions about reclassification criteria or procedures, and requests for additional NCR forms should be directed to the Office of Language Acquisition at (619) 725-7264.

Debra Dougherty
Program Manager
Office of Language Acquisition

APPROVED:



Jim Solo
Executive Director
Leadership and Learning Division

Attachment

Distribution: Lists A, B, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
ENGLISH LEARNER RECLASSIFICATION PROFILE

Name: _____ ID: _____
(Last, First)

Grade: _____ School: _____ Loc. # _____ Date: _____

Teacher: _____ Room: _____

STEP 1: CELDT (SCHOOL)

Required: Overall Proficiency Level of Advanced or Early Advanced, with at least three subtests at Advanced or Early Advanced and the fourth subtest at Advanced, Early Advanced, or Intermediate

CELDT Test Date: _____	Overall (Total)	Listening	Speaking	Reading	Writing
Proficiency Level					
Scale Score					

STEP 2: Basic Skills in ELA (SCHOOL)

Assessment Used (DRA, Interim Literacy, or CAHSEE ELA)	Assessment Results	Assessment Date

STEP 3: Classroom/English Teacher Recommendation (SCHOOL)

Based upon my analysis of this student's performance in my class, I have determined that the student is able to be successful in grade level core subject matter areas in a regular program designed for native and fluent speakers of English.

 Recommending Teacher's Signature

If the teacher does NOT recommend the student for reclassification, please have him/her explain why on a separate page and attach it to this profile.

STEP 4: Preliminary Parent Consultation (SCHOOL)

Parents should be given the opportunity to consult about the reclassification process. ***At this stage, it is important to be clear with parents that additional steps are necessary before reclassification will actually be approved.***

STEP 5: Reclassification Decision (OLA)

Submit the white original and yellow copy to OLA for review and processing. ***Keep the pink copy for your records.*** Upon approval, the original will be returned to alert you of the need for final parent notification/consultation, after which it should be filed in the student's cum folder.

Submit white and yellow copies to:	Office of Language Acquisition Use Only		
Office of Language Acquisition Eugene Brucker Ed. Center, Room 2008 Attn: Reclassification Profile Review	θ Approved	θ Not Approved	θ Need Additional Information
	Notes: _____		
	Signature: _____ Date: _____		

STEP 6: Final Parent Consultation/Notification (SCHOOL)

(Complete only AFTER OLA Approval)

Date** _____ Method: U.S. Mail θ Student-Delivered θ Phone θ Conference θ E-mail θ

*****Also fill in on original approved profile and enter date in student's reclassification database.***

(Revised 1-29-15)

White & Yellow: OLA

Pink: School Records

White: Site Finalizes Parent Notification and Files in Cum