

AUTAUGA COUNTY BOARD OF EDUCATION

English Learners – Documentation Form for Failing Grades

This form is to be completed by classroom teachers for EL students who have an average below 60% at the end of the 9 weeks grading period. Appropriate documentation, as described below, must be submitted with this form.

Student Name _____ Date of Completed Form _____
Teacher Name _____ Class Subject/Period _____
Grading Period _____ Average _____

1. How have you accommodated classwork, homework, projects, tests, and quizzes for this EL student? Specifically list and explain all accommodations that you have provided according to the student's I-ELP. Explain how you have accommodated the presentation of information at the student's level of language proficiency. (Lesson plans should demonstrate how you plan to accommodate your presentation, classwork, assessments, and homework at the student's level of proficiency.) Attach documentation to support the accommodations specifically for this student. _____

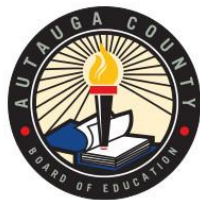
2. What alternative grading strategies have been implemented for this student? Attach documentation to support alternative grading strategies used specifically for this student. _____

3. Are there behavior problems and/or lack of participation/effort by the student that have contributed to his/her failure? _____

If yes, describe specific behaviors. Attach documentation to support how you have addressed these behaviors: _____

4. Have you contacted the parent to discuss academic/behavior problems? _____

If yes, was contact by phone or e-mail? _____



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If a parent does not understand English, you must ask your school's EL Contact to arrange a meeting with the parent to include interpreting/translation services. Please list dates/times of meetings and/or attach copies of e-mails and/or parent contact logs. Include translation/interpreting services that were utilized. _____

5. Have you had contact with your school's EL Contact regarding this student? _____
Please list dates/times or attach copies of e-mails, etc. _____

6. Have you had contact with the ACBOE EL Specialist regarding this student? _____
Please list dates/times or attach copies of e-mails, etc. _____

This form must be completed at the end of each 9 week reporting period for any EL student with an average below 60% in your classroom. Submit a copy to your school's EL Contact and make a copy for your records. EL Contacts should submit a copy to ACBOE EL Specialist.

I verify that this form and the attached documentation are accurate and that the student's Individual English Language Plan (I-ELP) was implemented as designed.

Signature of Teacher Completing Form

Date

I verify that I have received this form and all required documentation.

Signature of School's EL Contact

Date

I verify that I have received a copy of this form and all required documentation from the school EL Contact.

Signature of ACBOE EL Specialist

Date