

## Reclassification Timeline

Date	Task	Staff	Completed?
October	<ul style="list-style-type: none"> <li>• Obtain most recent list of LEPs.</li> <li>• Include proficiency levels on CST:ELA</li> <li>• Revise the list</li> </ul>	Terry Deloria, Agnes Flesh	
October	<ul style="list-style-type: none"> <li>• Complete annual CELDT testing.</li> </ul>	Barbara Irwin, Wave Stonerock, site staff	
January/February	<ul style="list-style-type: none"> <li>• Enter semester GPA into reclassification worksheet.</li> <li>• Revise the list</li> </ul>	Terry Deloria, Agnes Flesh	
Jan/Feb	<ul style="list-style-type: none"> <li>• Enter CELDT results into reclassification worksheet.</li> </ul>	Terry Deloria, Agnes Flesh	
April	<ul style="list-style-type: none"> <li>• Administer writing assessment.</li> <li>• Arrange make-up day.</li> </ul>	Site EL facilitators and administrators.	
May	<ul style="list-style-type: none"> <li>• Grade writing responses.</li> <li>• Enter scores on reclassification worksheet.</li> </ul>	ELD teachers at district office.	
May	<ul style="list-style-type: none"> <li>• Parent meetings/notifications of reclassification.</li> <li>• Notify Terry of any conflicts/changes</li> </ul>	Site administrators and facilitators	
August	<ul style="list-style-type: none"> <li>• Change EngProf field of SASI as needed. Enter FEP date.</li> <li>• Update Blue Folders</li> <li>• Move blue folders (RFEPs only) to cum folder</li> </ul>	Denise Miller, Agnes Flesh	
October	<ul style="list-style-type: none"> <li>• Begin Follow-Up Procedures each quarter for three years. Put completed form in blue folder (inside student's cum).</li> <li>• Take action as needed.</li> </ul>	Site administrators and facilitators.	