

ADMINISTRATIVE CIRCULAR NO. 19
Office of Teaching and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 10, 2013

To: Principals of Schools Without an English
Learner Support Teacher (ELST) Position

Subject: DESIGNATION OF SITE ENGLISH
LEARNER SUPPORT STAFF

**Department and/or
Persons Concerned:** Principals of Schools (including charter schools)
Without an English Learner Support Teacher Position

Due Date: October 30, 2013

Reference: Administrative Procedure No. 4251
English Learner Program Compliance

Action Requested: Complete and return the attached
Site EL Support Staff Form

Attachment: Site EL Support Staff Form

Brief Explanation:

We ask that you complete and return the attached Site EL Support Staff form to our office by October 30, 2013. Our goal is to ensure that site staff members who provide services related to English Learner (EL) programs receive communications from the Office of Language Acquisition regarding training and resources to support your site's compliance with state and federal English Learner (EL) program requirements.

Our intent is to identify the person, or persons, at each site who, regardless of position title, handle any aspect of EL monitoring, compliance, services and support, including, but not limited to, those listed below:

- Initial and Annual California English Language Development Test (CELDT) Assessment
- Initial and SST Primary Language Assessment
- EL Program Placement
- Parent Notification of Language Proficiency Assessment Results
- Processing ELs for Reclassification to Fluent English Proficient
- Follow-up Monitoring Reviews of Recently Reclassified Students
- English Learner Advisory Committee Membership and Meetings
- The Annual Language Census

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We will include all such persons on our EL Coordinator listserve, and invite them to all available training and support opportunities over the course of the school year.

Depending on the site, these staff members might hold any of the following positions: Principal, Vice Principal, Counselor, Guidance Assistant, EL Coordinator, Resource Teacher, ESL Department Chair, Second Language Support Teacher, Regular Teacher, ESL Assistant, Key Paraprofessional, and/or Key Office Clerk.

All schools without an ELST position are asked to submit the completed Site EL Support Staff form by October 30, 2013, to:

Office of Language Acquisition
Attn.: Roxana Garcia
Eugene Brucker Education Center, Room 2008
You may fax the completed Response Form to (619) 686-6772.
You may scan and email the completed Response Form to rgarcia4@sandi.net.

Questions regarding state and federal program requirements for ELs may be directed to (619) 725-7264.

Debra Dougherty
Program Manager
Office of Language Acquisition

APPROVED



Teresa Walter
Executive Director, Teaching and Learning

Attachment (1)

San Diego Unified School District
Office of Language Acquisition

2013-2014 Site EL Support Staff Form			
School Name: _____		Principal: _____	
Date: _____		Person Completing This Form: _____	
<i>Please provide information below about staff members at your site who handle the various aspects of English Learner monitoring, compliance, services and support.</i>			
Responsibility	Person's Name	Person's Job Title	Person's Email Address
CELDT Assessment			
Primary Language Assessment			
EL Program Placement			
Parent Notification of Language Proficiency Results			
Processing ELs for Reclassification			
Reclassification Follow-up Monitoring			
English Learner Advisory Committee			
EL Program Options Meetings for Parents			
Annual Language Census			

Please return completed form by October 30, 2013 to Roxana Garcia, Office of Language Acquisition Education Center, Room 2008, or Fax to (619) 686-6772, or email to rgarcia4@sandi.net.