

**Neenah Joint School District
ELL Admissions Checklist**

Name: _____

Grade: _____

Date Enrolled: _____

New Student:

- _____ Create ELL Folder
- _____ Home Language Survey (NJSD Form 101)
- _____ ELL Program Participation Permission Form (NJSD Form 102)
- _____ Send copies to ELL staff
- _____ Obtain ACCESS for ELLs scores or ELL teachers administer W-APT screener
- _____ Fill out Acculturation Quick Screen Form (NJSD Form 111)
- _____ Prepare Individualized Record Plan (NJSD Form 106)
- _____ Send Individualized Record Plan (NJSD Form 106) to ELL teachers, principals, parents/guardians for signatures

Re-entering ELL Student:

- _____ Retrieve file from inactive area or create ELL file
- _____ Home Language Survey (NJSD Form 101)
- _____ ELL Program Participation Permission Form (NJSD Form 102)
- _____ Re-entry Letter (NJSD Form 105)
- _____ Send copies to ELL staff
- _____ Obtain ACCESS for ELLs scores or ELL teachers administer W-APT screener
- _____ Fill out Acculturation Quick Screen Form (NJSD Form 111)
- _____ Prepare Individualized Record Plan (NJSD Form 106)
- _____ Send Individualized Record Plan (NJSD Form 106) to ELL teachers, principals, parents/guardians for signatures

Refusal of Services:

- _____ ELL staff and parents/guardians discuss program options and English proficiency scores.
- _____ Parental Refusal Letter (NJSD Form 103)
- _____ Send copies to ELL staff

Exiting ELL Student:

- _____ Exit Letter (NJSD Form 104)
- _____ Prepare Individualized Record Plan (NJSD Form 106)
- _____ Send Individualized Record Plan (NJSD Form 106) to ELL teachers, principals, parents/guardians for signatures
- _____ Send copies to ELL staff

- _____ ELL staff and parents/guardians discuss program options and English proficiency scores.
- _____ Parental Refusal Letter (NJSD Form 103)
- _____ Send copies to ELL staff

Re-exiting ELL Student:

- _____ Re-exit Letter (NJSD Form 109)
- _____ Prepare Individualized Record Plan (NJSD Form 106)
- _____ Send Individualized Record Plan (NJSD Form 106) to ELL teachers, principals, parents/guardians for signatures
- _____ Send copies to ELL staff

**Neenah Joint School District
Department of Pupil Services
English Language Learner(ELL)Program
List of Forms for ELL Students**

NJSD 101	Home Language Survey
NJSD 102	Parental Permission
NJSD 103	Parental Refusal
NJSD 104	Exit Letter
NJSD 105	Re-entry Letter
NJSD 106	Individualized Record Plan
NJSD 107	Monitor Form
NJSD 108	Re-Monitor Form
NJSD 109	Re-exit Letter
NJSD 110	Acculturation Quick Screen Form
NJSD 111	ELL Admissions Checklist
NJSD 112	List of Forms for ELL Students