

SANTA CLARA COUNTY  
NORTH WEST SPECIAL EDUCATION LOCAL PLAN AREA

## HOLDING THE IEP MEETING FOR AN ENGLISH LEARNER

### WHAT TO DO:

1. Review student's current language status.
2. Review initial English and primary language proficiency test results, OR Annual English proficiency test results (CELDT) and student language status.
3. Review alternate assessment participation criteria (must be done only for initial assessment or if student eligibility for alternate assessment is questioned).
4. Review student's ELD level and progress in ELD from the previous year.
5. Determine instructional delivery setting. For initially tested students, review/describe the three options, and as a team, determine which instructional setting is appropriate to meet the needs of the student. For annually tested students, review whether a change in the instructional delivery setting is appropriate.
6. Complete all other supplemental IEP information pertaining to student language performance, instructional strategies, and ELD goals/objective is completed during the meeting.
7. Update the Language Fluency Profile/folder by documenting the above information by year and grade. Make sure the main (yellow) folder has the minimum required information:
  - Home Language Survey
  - Initial language proficiency testing (CELDT and primary language results)
  - Annual student level proficiency reports (CELDT) or
  - Redesignation Monitoring Progress Report
  - Alternate Assessment Participation Criteria completed by the
  - IEP team
8. Update the teacher's copy of the Language Fluency Profile folder. This copy will be kept in the classroom.