



## **CMCSS Reclassification Guide for ELL Students Under Special Circumstances**

There are two situations in which students identified as English Language Learners may be reclassified without testing out of the ESL Program:

1. The parent misunderstood or misinterpreted the Home Language Survey (HLS) questions, resulting in a false identification of the student.
2. The student has a disability that prevents the student benefiting from, participating in, and testing out of the ESL program.

To determine if either of these circumstances apply to a particular student, the ESL teacher, in consult with parents and special education staff, must answer the questions on the Reclassification Questionnaire.

### **Part I**

1. Were there mistakes, or a misinterpretation of the questions, in the home language survey?

If the answer to this question is yes, then that is enough for the student to be considered for reclassification. Complete the following steps:

- A signed statement from the parent or legal guardian must be obtained, detailing why and how the HLS was answered incorrectly.
- The questionnaire, signed by the ESL instructor and parent, and the signed statement from the parent or legal guardian must be sent to the ESL coordinator for review.
- If approved by the ESL Coordinator, a reclassification letter is sent home.

### **Part II**

2. Is it part of the student's disability that they cannot use any language (English or otherwise) to express wants and needs?
3. Does the student receive special education services through the Comprehensive Development Classroom (CDC)?
4. Does the student qualify for alternative achievement assessments?
5. Does the student have a behavior plan, IEP, or other current SpEd documentation that indicates they cannot operate independently in the regular classroom?



If the answer to three or more of the questions is “Yes,” then that is enough for the student to be considered for reclassification. Complete the following steps:

- Contact members of the IEP team, including the parents or legal guardians, either in a meeting or individually, and gain consensus on whether the student should be reclassified or not. Approval can be recorded on the Reclassification Questionnaire Signature block.

Copies of the following documents should be collected and attached in this order:

1. ELL Reclassification Questionnaire signed by the ESL instructor and other stakeholders
2. If yes in Part I, attach the parent or legal guardian’s signed statement
3. If there are three “yes” answers in Part II, attach the IEP at a Glance and the completed Reclassification Questionnaire Signature Sheet
4. Attach any other corroborating evidence for reclassification
5. Attach the appropriate Notification to Reclassify ELL Student for the ESL Coordinator’s signature

The above collection of documents should be sent to the ESL Coordinator for review and approval. Upon approval, the ESL Coordinator will return the letter to be sent home to parents, and will change the student’s LEP status in PowerSchool to Non-English Language Background (NELB).