TO: All Principals
CC: Theresa Laskowski, Area Superintendents, OLA Personnel, EL Coordinators
FROM: Sandra Cephas, Director of the Office of Language Acquisition
DATE: Monday, October 8, 2018
RE: RECLASSIFICATION WINDOW 2018-19 and eProfiles
   Includes ATTACHMENTS A, B, C

The Reclassification window is now open and it will close on Jan. 30, 2019. The ELI-RT, ELD Specialist or ELD Coach assigned to your school will assist you through the entire reclassification process. You are encouraged to reclassify a minimum of 75% of your potential reclassification students before the ELPAC window opens on Feb. 1, 2019.

- OLA created electronic Reclassification Profiles (eProfiles) for all POTENTIAL RECLASSIFICATION students in grades 1-12 via a Google doc. To access the Google doc, please click on the link below.
  https://drive.google.com/drive/folders/1HTIunXOwmbO6zFy6ybatQsbfjGcITTn6?usp=sharing

- Potential Reclassification students are students who have met the ELPAC requirement of the district’s reclassification criteria for the 2018-19 school year, in addition to the ELPAC requirement, students must meet the minimum score of an approved ELA assessment(s). For full details, see ATTACHMENT A.

- OLA will offer Reclassification Workshops to train EL Coordinators and other appropriate staff. See ATTACHMENT B.

- Please note that the ELPAC Summative Testing window will be from Feb. 1st – March 15th. All students identified as English Learners will take the ELPAC Summative Assessment unless they have been reclassified, including those newly-identified as ELs with this year’s INITIAL ELPAC Test. Please keep a detailed list of reclassified students to avoid testing students inadvertently.

- Please note that the district reclassification goal for 2018-19 is to reclassify 75% of all POTENTIAL RECLASSIFICATION students.

The Office of Language Acquisition personnel will support you through the entire process, for questions about the Reclassification Criteria please contact Bonnie Doherty (Areas 1,2) at bdoherty@sandi.net, Nevada Allen (Areas 3,4) @ nallen@sandi.net, Claire Arias-Kassir (Areas 5,HS) at carias@sandi.net.

For support with the reclassification process and eProfiles please contact the ELI-RT (English Language Instructional Resource Teacher), ELD Specialist or ELD Coach assigned to your school. Please see Attachment C.