



**To: Governing Board Members**  
**From: Angela Randolph, Director of English Learners**  
**Re: Updates-EL Master Plan**

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The Alliance College-Ready Public Schools' English Learner (EL) Master Plan provides guidance and direction to administrators, teachers, teaching assistants, and students regarding the options available to parents and the expectations the Alliance holds for each school and classroom in our organization. It offers a practical guide for all staff to ensure that consistent, coherent services are provided to every English Learner in the Alliance. All educators are expected to implement this plan with fidelity.

The EL Master Plan is reviewed and updated annually. The updates for the 2016-2017 EL Master Plan include the following:

- Inclusion of the Parental Exception Waiver process and policy
  - Per federal and state law, parents and guardians of English learners must be notified of the opportunity to apply for a parental exception waiver for their children to participate in an alternative program in which some or all of the instruction is delivered in the student's primary language. The link to the Parental Exception Waiver section is [here](#).
  
- Reclassification
  - Revision of the Reclassification Follow Up Form
  - The charter must monitor for a minimum of two years the progress of reclassified students to ensure correct classification, placement, and additional academic support, if needed. The link to the Reclassification Follow Up form is [here](#).
  - Updated reclassification criteria can be found on pages 20-21 of the EL Master Plan.
  - Revised Parent Notification Letters can be found on pages 67–81 of the EL Master Plan. [Here is a link](#) to the individual parent letter files.

[Link to full EL Master Plan](#)