

Limited English Proficient (LEP) Student

Green Folder Documentation Checklist

Student Name: _____

Date of Birth: _____

Initial Documentation

✓	Form	Date
<input type="checkbox"/>	Home Language Survey	
<input type="checkbox"/>	Oral Language Proficiency Test (OLPT) English	
<input type="checkbox"/>	Oral Language Proficiency Test (OLPT) Spanish	
<input type="checkbox"/>	LPAC Initial Placement/Recommendation	
<input type="checkbox"/>	Notification of Placement	
<input type="checkbox"/>	Parent Permission (same date as program placement)	
<input type="checkbox"/>	Parent Denial	

Annual Documentation

✓	Documentation	Date	Date	Date	Date	Date
<input type="checkbox"/>	LPAC					
<input type="checkbox"/>	Oral Language Proficiency Test (OLPT) English					
<input type="checkbox"/>	Agency Approved Norm-Referenced Test(s) - Permanent Folder					
<input type="checkbox"/>	State Assessment Results – Permanent Folder					
<input type="checkbox"/>	TELPAS Individual Student Profile – Permanent Folder					
<input type="checkbox"/>	Other (district policy)					
<input type="checkbox"/>	Notification of Exit – left side					
<input type="checkbox"/>	Parent Permission – left side					
<input type="checkbox"/>	STAAR Participation and Linguistic Accommodation Decisions					
<input type="checkbox"/>	Individual Achievement Plan					
<input type="checkbox"/>	Writing Samples (Last 2 years)					