

# RECLASSIFICATION PROCESS AND TIMELINE

## 2024-2025

### **First Wave – (September 12<sup>th</sup> – 25<sup>th</sup>, 2024)**

- A list of RFEP potentials, RFEP forms, and Reclassification Notification Letters will be sent out via district mail to all schools (EL resource teachers and principals) on September 13, 2024. The RFEP Potentials list will also be emailed to Jennifer Ellerman. All these documents are shared for viewing in the Google Drive [Reclassification Process 2024-25](#) under the **First Wave** folder.
- RFEP Forms need to be completed and signed by the teacher and the parent, then sent back to Kao Lee at Multilingual Literacy, Box 727, or by email to leek@scusd.edu no later than Wednesday, September 25, 2024. Originals are to be filed into the students' cumulative folders, respectively.
- Reminders will be sent once a week until all RFEP forms are turned back into Multilingual Literacy by September 29, 2024.
- As soon as signed RFEP forms are received by Multilingual Literacy, Kao Lee will update IC and request CalPads to be updated by Joanne Rollin.
- A complete list of reclassified students will be sent to Jennifer Ellerman.

### **Year-round – (April 2024- May 19, 2025)**

- Beginning in April 2024, a list will be generated from IC and Illuminate once a month to determine if any additional Emergent Bilinguals meet the criteria for reclassification. The RFEP potential list and forms of any additional student(s) meeting the criteria will be sent to schools with directions.
- Once the reclassification process is complete, Multilingual Literacy will send out the reclassification form and the parent notification letter(s) to schools to be filed into the student's folder and copies sent home to the parent/guardian.
- IC and CalPads will also be updated.
- As soon as the Summative ELPAC testing window opens, a complete and updated list of all reclassified students will be sent to Jennifer Ellerman.

### **DUALLY IDENTIFIED (English learners with an IEP) – (Year-round)**

- School administrators, staff, and Special Education IEP team members, will hold an addendum IEP meeting for any dually identified student who meets the reclassification criteria per the guidance of the California Department of Education's [California Practitioner's Guide for Educating English Learners with Disabilities](#). The point person will fill out and submit the 'EL Reclassification Sheet' for a student to Multilingual Literacy to be reviewed and approved by the Multilingual Literacy Department on a year-round basis.
- Any approved EL Reclassification Sheets will be shared with the school site and Jennifer Ellerman.
- Updates in IC and CalPads will take place as soon as a student's EL Reclassification Sheet is approved by Kao Lee.
- A PDF copy of a student's EL Reclassification Sheet will be available in a Google Drive and also attached to the student's EL Status Page in IC.