

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

- All ELL Student Files arranged in alphabetical order by surname**  
Each student identified for 1701 ELL funding on September 30 of the school year must have an ELL file that includes the following items:

- School label (on file folder and on AIP) with:

- a) Full student name
- b) MyEdBC number
- c) Date of Birth

- Unassisted** dated writing sample with the following items identified on the sample:

**CRITERIA 1**

- a) Student's full name
- b) Date (month, year)
- c) Errors noted (circled and/or highlighted)
- d) Prescriptive comments regarding areas where student needs improvement
- e) The Ministry standard category (Level 1, 2, 3, or 4 from ELL wiring matrices)

- ELL Matrices or ELAR** - check off applicable listening, speaking, reading and writing descriptors.

- a) Date and signed matrices/ELAR
- b) Attach to AIP

- ELL Annual Instruction Plan (AIP)** form dated after September 30 of the previous school year with the following completed:

**CRITERIA 2**

- a) School label information
- b) AIP - present level and goal/target level noted for each of the four language skill areas (listening, speaking, reading, writing)

**CRITERIA 3**

- c) Type of ELL support being provided (Adaptations must be indicated)
- d) Signature and date from an ELL specialist AND classroom teacher who were involved in development of the AIP and participated in a \*regular review of the plan (\*minimally at each report time)

- Current student timetable/consecutive support log or teacher schedule**

**CRITERIA 4**

- a) Name of student
- b) ELL resource teacher name
- c) The frequency and nature of direct support provided by ELL specialist teacher
- d) Date of service started prior to September 29 of current school year

**CRITERIA 5**

- An ELL insert or embedded comments on the student's progress in the acquisition of English proficiency**

Each term report contains information indicating:

**CRITERIA 6**

- Student is receiving additional language support from an ELL support teacher
- Specific, prescriptive statements related to the progress in English language acquisition are evident (within the body of the classroom report card)\*\* see note below OR
- A supplementary report/insert for ELL (e.g. ELAR)

\*\* All reports including comments regarding:

- What the student is able to do
- Areas for further development
- Ways of supporting learning

Note: Inclusion of the following documentation will enhance the student file:

- If available, the initial ELL Assessment done upon arrival
- If available, any reading comprehension scores from standardized reading assessments