



9.1.1 Audit Checklist for Items for 1701 ELL Audit Compliance

Student: _____ 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:
 - Full student name.
 - MyEdBC number.
 - Date of Birth.
- ☐ **Unassisted** dated writing sample with the following items identified on the sample:
 - Student's full name.
 - Date (month, year).
 - Errors noted (circled and/or highlighted).
 - Prescriptive comments regarding areas where student needs improvement.
 - 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:
 - Date and signed matrices/ELAR.
 - Attach to AIP.
- ☐ **ELL Annual Instruction Plan (AIP)** form dated after September 30 of the previous school year with the following completed:
 - School label information.
 - AIP - present level and goal/target level noted for each of the four language skill areas (listening, speaking, reading, writing).
 - Type of ELL support being provided (Adaptations must be indicated).
 - 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:**



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

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

Each term report contains information indicating:

- ☐ 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.