**School District 8
Kootenay Lake**

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 supports 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 or teacher schedule:**

- Name of student.
- ELL resource teacher name.
- The frequency and nature of direct assistance provided by ELL 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 assistance from an ELL 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.