



## 9.3 ELL Audit Compliance: Audit Checklist for 1701

- ☐ ELL Program Flag in place in MyEd before September 30th
- ☐ ELL Student File (Yellow File) in place at student's school  
(Yellow file with full student's, name, MyEd BC number, DOB)
- ☐ ELL Annual Instruction Plan (AIP) completed in MyEd prior to September 30<sup>th</sup> - including ELL Specialist involvement and in class accommodation Plan
- ☐ ELL Annual Instruction Plan (AIP) **printed and placed** in ELL Student File prior to September 30<sup>th</sup>
- ☐ Copy of assessment of English Language Proficiency across all domains (reading, writing, speaking, listening) in ELL Student File prior to September 30th
- ☐ Copy of support schedule with an ELL Specialist Teacher, in school ELL Student File documenting student's ELL services in ELL Student File
- ☐ Documentation in ELL Student File that the student has received ELL services from an ELL Specialist Teacher prior to September 30<sup>th</sup> of that school year
- ☐ Copies of ELL progress reports in ELL Student File for each scheduled reporting period
- ☐ Copies of letter to parents identifying student for the ELL program in ELL Student File

For additional information, please see:

- [BC ELL Standards](#)
- [BC ELL Policy Guidelines](#)



- *9.1 English Language Learner Program Overview*
- *9.4 ELL Program FAQ*
- *9.5 ELL Progress Report Template*
- *Form1701: Student Data Collection*

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_