

Title III/ELL Required Documents

The following is a list of documents that provide evidence of district compliance with Title III program requirements. Additional documents may be added as required by guidance from the U.S. Department of Education. Oregon Department of Education (ODE) staff may require districts to submit evidence of compliance as part of on-going required federal monitoring for Title III.

ODE has contracted with TransACT Communications, Inc. to provide translated templates for many compliance related forms, including those required for Title III. These forms, translated into 7 languages, are available through TransAct at: <http://www.transact.com/>. Actual samples of these forms (or district forms created with the same information) are required to be maintained at the school and district level for compliance monitoring purposes. Failure to save original samples of these forms as evidence of program implementation, including signatures will result in program monitoring findings at both the local and state levels.

Title III Documents

Document	Description	Required by:	Timeline
Initial Identification/program placement – Parent Notification Letter	Letter informing parents that their student has qualified (ELL/LEP) and been placed in an appropriate level of service must contain all elements listed in (Sec. 3302) and must be signed by district personnel and include the specific date sent (mm/dd/yyyy).	Local Service Plan – Title VI Title III 3302	Within the first 30 days at the beginning of school year OR within 2 weeks of enrollment.
Continuing Program Placement letter	Letter informing parents that their ELL/LEP student is continuing in the district ELL program must contain all elements listed in (Sec. 3302) and must be signed by district personnel and include the specific date sent (mm/dd/yyyy).	Local Service Plan – Title VI Title III 3302	Within the first 30 days at the beginning of school year OR within 2 weeks of enrollment.
Home Language Survey	Questionnaire assisting in identification of potential ELL students; must be given to all students.	Local Service Plan – Title VI	When a student is enrolled in a district.
Waiver	Signed documentation that a	Title III	Parent may waive

	parent has been informed that their student has qualified for ELL services and the parent has decided to waive/refuse services.		ELL services at any time for their identified ELL/LEP student.
Consultation with Private schools	Signed documentation that the District has met with private schools within the district boundaries, addressing Title III services and identification of ELL students. Must be signed and dated by both private school and District personnel.	Title III	Annual consultations are conducted with private schools; all potential ELL/LEP and Recent Arriver/Immigrant students should be included in consultation.
AMAO Parent Notification	Letter sent to parents informing them that the District failed to meet the AMAO targets; must be signed by district personnel and include the specific date sent (mm/dd/yyyy).	Title III	Within 30 days of district notification of failure to meet AMAO targets.
ELL Parent Meeting	Agendas and sign-in sheets available for monitoring.	Title III	As necessary
Recent Arrivers Student Count for Private Schools	Documentation of the number of Recent Arrivers enrolled in local private schools; all documents must be signed and dated.	Title III	Sent annually to ODE upon request.
LEP Exit (Reclassification) Notification	Letter informing parents that their student has exited (reclassified) from the English Language Development program; should be signed and dated.	Title III	Sent to parents when student has met the district's requirements for obtaining academic English proficiency.