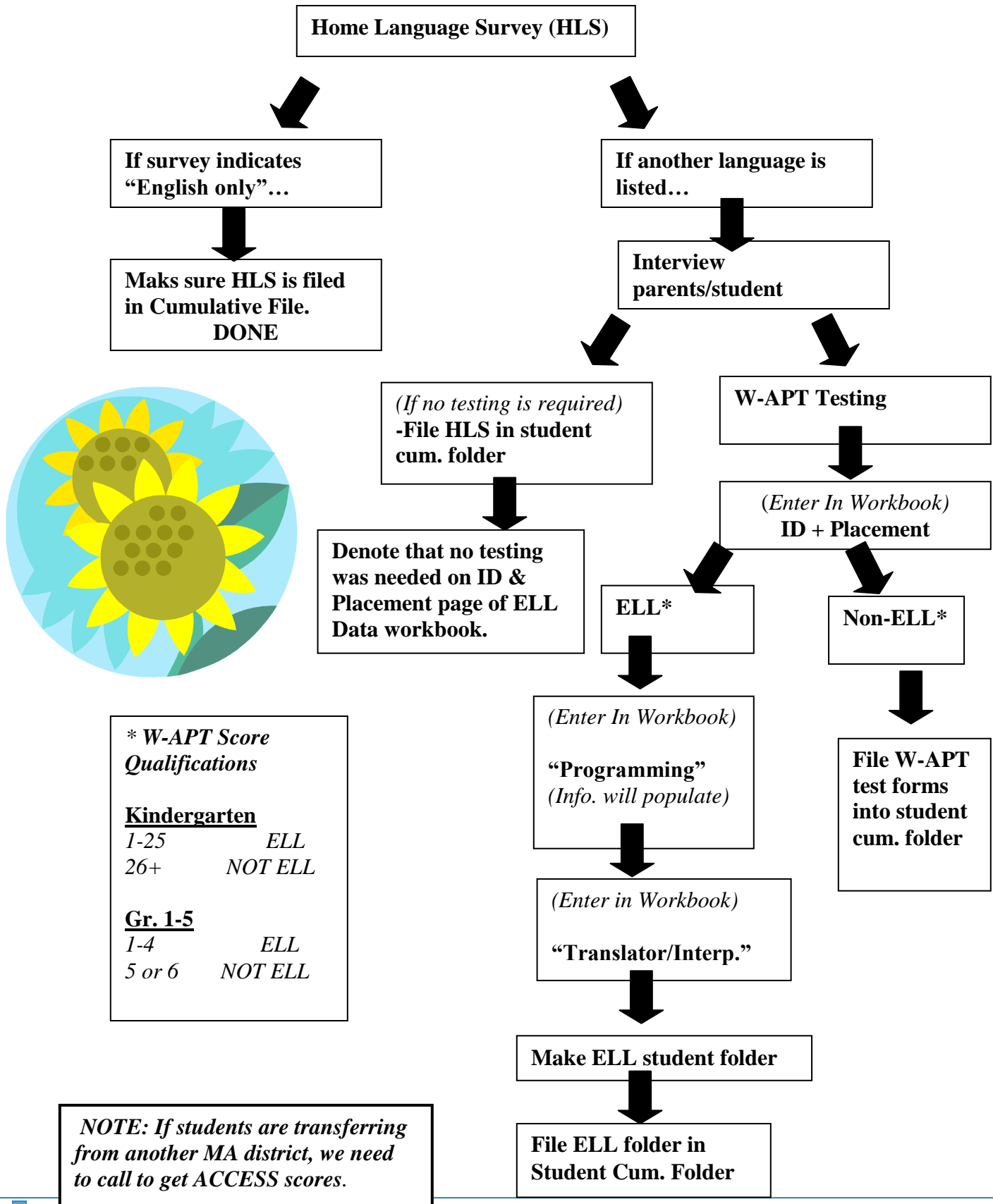


# Incoming ELL Procedures



## Incoming ELL Procedures

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### TO START a Student ESL File:

- ✓ Yellow File Folder Checklist – fill out as much as possible
  - Make sure you sign in on the top of the Yellow File Folder Checklist each time you access the ELL File.
- ✓ Year One Notification Letter (copy in file – original sent home)
- ✓ Translation/Interpreter Form
- ✓ Student Profile Form
- ✓ W-APT Testing & Score Sheets (stapled all together)

***Please make sure all documents are dated and filled out completely.***

