

**STATE MANDATED BILINGUAL EDUCATION PROGRAMS
STUDENT RECLASSIFICATION RECOMMENDATION (SRR) FORM**

Name:		Grade:		Room:		ID:							
School:		Area:		Phone:									
Current PY/EP:		Special Education Model:	1	2	3	4	5	6					

Exit Reason/Code	
<input type="checkbox"/>	Misclassified HLS (Exit Code 12)
<input type="checkbox"/>	Parent Refusal (Exit Code 13)*
<input type="checkbox"/>	Met Exit Criteria prior to three years (Exit Code 21)
<input type="checkbox"/>	Special Education IEP Exit ONLY (Exit Code 24)**

Re-enrollment/Enrollment	
<input type="checkbox"/>	Student re-enrollment based on academic difficulties and parent request: Previous Exit Code: 13 <input type="checkbox"/> 21 <input type="checkbox"/>
<input type="checkbox"/>	Student entering the bilingual program due to initial misclassification Code 11

***For Code 13 exits ONLY:** I have () have not () consulted with the school personnel who explained the nature, benefits and requirements of the program options. **I fully understand the consequences of the change and understand that my child will be assessed annually until deemed proficient per state requirements. I request that my child be removed from the bilingual program/services.**

Signature of parent/guardian _____ Date _____

Supporting Data – Scores Must Be Entered For EVERY Student

Assessment/Test	Scores	Date Administered
ACCESS for ELLs ® Overall Composite Proficiency Level		
State prescribed screener scores for re-enrollment into bilingual education program	Speaking	
	Listening	
	Reading:	
	Writing:	

Student Reclassification Request Approvals

POSITION	NAME	SIGNATURE
Bilingual Lead Teacher		
**Counselor/Case Manager		

Approved by Principal:		Date:	
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For Office Use Only		
	OSS (OSES)	OLCE
Date Received:		
Date Processed:		
Processed by:		
	Signature	Signature

ENGLISH LANGUAGE LEARNER (ELL)
STUDENT RECLASSIFICATION REQUEST (SRR)

EXIT REQUEST PROCEDURE

Complete the Student Reclassification Request (SRR) form for all ELLs

- Exit Code 12 (Initial Misclassification): Attach the Home Language Survey (HLS) to the SRR form and send it to OLCE.
- Exit Code 13 (Parent's Refusal of Services): Attach a parent's written request to the SRR form and send it to OLCE.
 - ✓ Parent/guardian wishing to decline all programs must schedule a conference with the student's teacher by contacting the school office with, at minimum, a one-day advance notice. In cases where parent/guardian requests immediate removal, a conference should be scheduled following removal from program.
 - ✓ Program change requests are not recommended during annual spring citywide testing. Change of program request may affect student promotion.
 - ✓ Student must continue taking the ACCESS for ELLs until he/she achieves English proficiency as determined by the state.
- Exit Code 21 (Student met Exit Criteria prior to three years): Attach a parent's written request to the SRR form and send it to OLCE.
- Exit Code 24 (Exit of Bilingual Special Education Students based on Individual Education Plan (IEP) conference): Attach IEP and latest ACCESS for ELLs scores and send it to the **Office of Specialized Services (OSS)**.
 - ✓ Students will not be exited from the bilingual program unless the student has completed a minimum of 3 years in the program.
 - ✓ Student will continue taking the ACCESS for ELLs until he/she achieves English proficiency as determined by the state.

RE-ENROLLMENT/ENROLLMENT REQUEST PROCEDURE

- For the students with Exit Code 13:
 - ✓ Send the latest ACCESS for ELLs scores, parent's letter of request and completed SRR form to OLCE.
- For the students with Exit Code 21:
 - ✓ Send the homeroom teacher's recommendation letter and copy of the student's report card with reading grade(s).
 - ✓ Parent letter approving re-enrollment and completed SRR form to OLCE.
- For the students enrolling due to initial misclassification with Exit Code 11:
 - ✓ Send evidence of student failure in the general program of instruction including but not limited to teacher recommendation letter, parent's letter of request and completed SRR form to OLCE.

SEND ALL COMPLETED FORMS (EXCEPT CODE 24) TO:

OFFICE OF LANGUAGE AND CULTURAL EDUCATION
125 S. CLARK STREET, 9TH FLOOR
GSR #125
ATTENTION: SRR FORMS

FOR IEP EXITS (CODE 24), SEND THE COMPLETED FORM WITH THE IEP TO YOUR AREA SPECIALIZED SERVICES ADMINISTRATOR.

CONTACT YOUR BILINGUAL COMPLIANCE FACILITATOR FOR FURTHER ASSISTANCE.