

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

Name		Grade		Room		ID					
School		Area		Phone							
Language		*Special Education Model	1	2	3	4	5	6			
Current PY/EP		Recommend Exit Code									

Reasons for Recommendation - Be sure to enclose the appropriate attachments.	
<input type="checkbox"/>	Misclassified HLS [Exit Code 12]
<input type="checkbox"/>	Met Exit Criteria prior to three years [Exit Code 21]
<input type="checkbox"/>	Special Education IEP Exit/Staffing [Exit Code 24]
<input type="checkbox"/>	Student re-enrollment based on academic difficulties: [Previous Exit Code: 11, 12, 13, 21, 22, 23]

Supporting Data

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

Student Reclassification Request Approvals

POSITION	COMMITTEE MEMBER'S NAME	SIGNATURE
Bilingual Lead Teacher		
Classroom Teacher		
Bilingual/ESL Teacher or Special Education Teacher		
Counselor		

Approved by Principal:	Date:
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For Office Use Only		<input type="checkbox"/> Approved	<input type="checkbox"/> Returned
	OSS	OLCE	Exit Date:
Date Received:			Exit Code:
Date entered on-line:			
Processed by:			
	Signature	Signature	

For Non-special Ed. Bilingual students send the completed form to:
Office of Language and Cultural Education, Resource Unit, 9th Floor, GSR # 125

FOR SPECIAL EDUCATION BILINGUAL STUDENTS SEND THE COMPLETED FORM WITH THE IEP TO YOUR AREA SUPPORT MANAGER FOR YOUR CLUSTER – SEE BOTTOM OF PAGE 2

NOTE: DO NOT SEND SRR FORM FOR SPECIAL EDUCATION BILINGUAL EDUCATION STUDENTS TO OLCE, AREA BILINGUAL INSTRUCTIONAL COACH OR YOUR COMPLIANCE FACILITATOR

**ENGLISH LANGUAGE LEARNER (ELL)
RECLASSIFICATION REQUEST**

EXIT REQUEST PROCEDURE

- Complete the Student Reclassification Request Form for ELLs code 12,21 and 24 only.
 - Exit Code 12 (Initial Misclassification): Attach the Home Language Survey to the SRR Form and send it to OLCE
 - Exit Code 13 (Parent’s Refusal of services): Attach the Program Change Request Form and parents’ written request and send it to OLCE.
 - Exit Code 21 (Student met Exit Criteria prior to three years): Attach the Student Reclassification Request Form along with a letter written and signed by the parent/guardian and send it to OLCE
 - Exit Code 24 (Exit of Bilingual Special Education Students): Attach Individual Education Plan (IEP) and W-APT or other assessment scores and send it to your clusters’ **Area Support Manager**.

RE-ENROLLMENT REQUEST PROCEDURE

- Complete the Student Reclassification Request Form for the student.
- For the students with Exit code 11 or 13:
 - o Retest the student.
 - o Send the W-APT scores and parent’s letter of request to **OLCE**.
- For the students with Exit code 12
 - o Attach the Home Language Survey Form to SRR Form and send it to **OLCE**.
- For the students with Exit Code 21, 22, 23 (PY4 Exit) & 25
 - o Attach the SRR, homeroom teacher’s Recommendation Letter and a copy of the student’s Report Card with Reading Grade(s) and send it to **OLCE**.

****Special Education Models**

- Model 1: Instruction is given by Bilingual Special Education Teacher
- Model 2: Instruction is given by Team Teaching-Bilingual and Special Education Teachers
- Model 3: Instruction is given by Special Education Teacher with ESL Credentials
- Model 4: Instruction is given by Team Teaching-Monolingual Special Education and ESL Teacher
- Model 5: Instruction is given by Monolingual Special Education Teacher and Bilingual Assistant
- Model 6: Instruction is given by Consultation - Special Education Teacher consults with Bilingual or ESL Teacher

SPECIAL EDUCATION CLUSTER INFORMATION : School Support managers

<p>[] OSS North Cluster 1 & 2 Tracy Hamm Cluster 1 [Areas: 1,2] Traci Hamm Cluster 2 [Areas: 3,4,6] 1900 North Austin Ave. – 4th Floor GSR#29 Tel: 773.535.5991 Fax: 773.535.5999</p>	<p>[] OSS South Cluster 5 & 6 Tiffany Holmes 5 [Areas: 11,14,15] Donna Flanagan 6 [Areas: 16,17,18] 6533 South Stewart Ave., Room 305/306 GSR#45 Tel: 773.535.8290 Fax: 773.535.8235</p>
<p>[] OSS Central Cluster 3 & 4 Inez Washington 3 [Areas: 7,8,9] Debra Webb 4 [Areas: 10,12,13] Coleman School, GSR #42 4655 South Dearborn, Room 204 Tel: 773.535.8607 Fax: 773.535.1641</p>	<p>[] OSS High School Cluster Shirelaine Brothers [Areas: 19,25] Yvette Trotter [Areas: 21,23] 534.7346 Marsha Tapley [Areas: 23,24] 534.7334 Medill School 1301 W. 14th St., Room109,GSR#39 Tel: 773.534.7422 Fax: 773.534.9468/ 9468</p>