

**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	
<input type="checkbox"/>	Student re-enrollment based on academic difficulties or parent request: (Previous Exit Code: 13 or 21) Circle One

***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	OLCE
Date Received:		
Date entered on-line:		
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)**.
 - ✓ Student will continue taking the ACCESS for ELLs until he/she achieves English proficiency as determined by the state.

RE-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.

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.