

CORONA-NORCO UNIFIED SCHOOL DISTRICT
CURRICULUM & INSTRUCTION
ENGLISH LEARNER ADVISORY COMMITTEE

School: _____

Please use this cover sheet checking that ELAC documentation items are attached.

Please attach copies of the following documentation from your ELAC meetings and send them to **Curriculum & Instruction, Attn: Nivia Gallardo-Ayala, no later than 15 days** after each meeting. If you have any questions, please call the EL Dept. in Curriculum & Instruction, Ext. 5085.

- Copy of **ELAC Meeting announcement** (English/Spanish)
- Copy of **ELAC Agenda and Meeting Minutes**, indicating approval of previous ELAC Meeting Minutes (English/Spanish)
- Copy of **Sign-In Sheet(s)**

Send to Curriculum & Instruction Office:				
ELAC Meeting (Date)	Copy of Meeting Flyer (ENG/SP)	Copy of Meeting Minutes (ENG/SP)	Copy of Sign-In Sheet(s)	Administrator's Signature
✓	✓	✓	✓	✓

Documentation of ELECTED ELAC members, and an ELECTED DELAC representative: Evidence the ELAC meets the following requirements:

(a) Parent members are ELECTED by parents or guardians of English Learners:

(5CCR 11308[b]; EC 62002.5)

_____ (Date ELECTED)

(b) Parents of English Learners constitute at least the same percentage of the committee membership as their children represent of the student body. (EC 62002.5, 52176[b])

(c) The ELAC has advised the school site (SSC) on the development of the Single Plan for Student Achievement as it relates to English Learners. (EC 64001[a])

_____ (Date of ELAC Meeting)

(d) The ELAC has advised the principal and staff on the school's program for English learners (EC 52176[c], 62002.5)

(e) The ELAC has assisted in the development of the school's:

- **Needs assessment**

_____ (Date of ELAC Meeting)

- **Language census (R-30LC)**

_____ (Date of ELAC Meeting)

- **Efforts to make parents aware of the importance of regular school attendance (EC 62002.5, 52176[c])**

_____ (Date of ELAC Meeting)

(f) The ELAC has received training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities. (EC 35147[c]; 5 CCR 11308[d])

(g) The ELAC has the opportunity to elect at least one member to the DELAC-English Learner parent advisory committee in the District. (5 CCR 11308[b])

Elected members ELECT one or two parents to represent them at the District English Learner Advisory Committee (DELAC):

_____ (Date DELAC Rep ELECTED)

Name of DELAC Rep:	PHONE NUMBER:
ADDRESS:	
Name of Alternate DELAC Rep:	PHONE NUMBER:
ADDRESS:	