

TCESC LEP CONSORTIUM



District Responsibilities for the Consortium

As part of the LEP consortium your district needs to maintain records and documentations regarding your LEP students and programs. Below is a list of essential documents and records that must be on file in the district. In addition, these documents and forms may be requested by TCESC in order to meet requests from ODE pertaining to the LEP consortium.

- ❑ A list of each LEP student as shown in EMIS for the current school year
- ❑ The Home Language Survey
- ❑ Results from the initial assessment test- TCESC will provide the test. This is in addition to the OTELA test.
- ❑ Copy of parent letter including all required language.
- ❑ A description of the program the district is using (structured immersion, ESL class, etc.)
- ❑ Results of the OTELA test.
- ❑ A record of attendance/completion of some type of PD—either in house or at the TCESC.

Please contact Rich Zigarovich, LEP coordinator, with any questions.
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