Start Here

Bilingual/ESL Program Leaders Year at a Glance 2026-2027

July 2027

- ☐ Review assessment scores & close out LPAC forms where applicable
- ☐ Finish sending Parent Notification of Reclassification & Permission for Exit letters
- ☐ Finish sending Parent Notification of Student Progress for Yr 1 & 2 Monitors
- ☐ Verify quantity of LAS materials for fall identification
- ☐ Provide LAS training for test proctors
  - DRC Recorded Webinars
  - preLAS/LAS statewide webinar trainings
- ☐ Complete & distribute summer school progress reports (to parents & 26-27 teachers)
- ☐ Review DIP/CIP to identify, plan, & schedule PD for new and returning BE/ESL teachers and administrators
- ☐ Review PEIMS coding for EBs
  - Served EBs
  - Denials
  - Monitors
  - Rollover
- ☐ Locate/order materials for BE/ESL classrooms
- ☐ Complete ESSA Title III application and Region 7 SSA or contract Agreement
- ☐ Collaborate with counselors and administrators to create EB class schedules
- ☐ Send parent permission forms for elem Bil EBs moving to secondary ESL
- ☐ **Attend EB Leader Line Webinar (July 8)**
- ☐ **Attend EBCON (July 14-15)**

August 2026

- ☐ Collaborate w/counselors & admin for EB course schedules (review transcripts as needed)
- ☐ View LPAC Framework modules & BOY Checklist and train LPAC members, including parent(s)
- ☐ Register for fall R7 trainings
- ☐ Conduct LAS Test training
- ☐ Identify & assess potential EBs by reviewing HLS
- ☐ Check newly-enrolled EBs for incomplete reclassification
- ☐ Hold initial LPAC meetings
- ☐ Send & document parent permission for newly identified EBs
- ☐ Review teacher certifications & assignments for Exceptions/Waivers (Nov 1)
- ☐ Disseminate & document EB student information (proficiency levels, instructional accommodations, parent-denials, Title I requirements, etc.) to appropriate stakeholders (1st 30 days)
- ☐ Review DIP/CIP to identify & plan PD for new and returning BE/ESL teachers and administrators
- ☐ Review & disseminate EB information:
  - EBs moving campuses
  - Program placement
  - ELPS/TELPAS data
  - EB instructional accommodations
  - Parent denials
  - Monitors, Y1 & 2
  - Personal graduation plans
- ☐ **Attend Program Leaders Meeting (Aug. 25)**

September 2026

- ☐ Identify & assess potential EBs
- ☐ Confirm staff knows academic & linguistic needs of EBs they serve
- ☐ Check newly-enrolled EBs for incomplete reclassification
- ☐ Hold initial LPAC meetings
- ☐ Send & document parent permission for newly identified EBs
- ☐ Review teacher certifications & assignments to prepare for Exceptions/Waivers (Nov 1)
- ☐ Verify PEIMS coding
- ☐ Prepare required EB annual program evaluation (due to Board by Nov 1)
- ☐ Work w/teachers & SpEd to identify grade 2 EBs who may qualify for TELPAS Alt in Spring 2027
- ☐ Complete ESSA T3 Compliance Report
- ☐ **Attend EB Leader Line Webinar (Sept. 10)**
- ☐ **Attend ACET (Sept. 22)**
- ☐ **Prepare for Region 7 Spanish Spelling Bee**

October 2026

- ☐ Check newly-enrolled EBs for incomplete documentation
- ☐ Review and update PEIMS data for Snapshot (October), including Yrs in Us Schools
  - New or returning EBs in BE or ESL programs
  - New and returning students w/parent denials
  - EBs participating in other programs
  - Current year EB
  - EBs who transitioned from elem Bil to secondary ESL
  - Immigrant/Asylee/Refugee coding
  - Monitored F & S, 3, 4, 5
  - Reclassified students
- ☐ Work w/teachers & SpEd to identify EBs who may qualify for TELPAS Alt
- ☐ Schedule ARD/LPAC for grade 2 EBs who meet criteria for TELPAS Alt
- ☐ Collaborate w/District Testing Coordinator for Dec EOCs
- ☐ DTC attends annual assessment training for EB updates
- ☐ Attend MOY LPAC training
- ☐ **Attend Program Leaders Meeting (Oct. 7)**
- ☐ **Attend ACET (Oct. 1)**
- ☐ **Attend TABE (Oct. 16-19)**
- ☐ **Attend AMET (Oct. 20)**
- ☐ **Complete State EB Exception and/or ESL Waiver (Due Nov. 1)**
- ☐ **Prepare EB Program Evaluation (Due to the Board by Nov. 1)**
- ☐ **Prepare for Region 7 Spanish Spelling Bee**

November 2026

- ☐ Schedule and conduct LPAC meetings for December EOC Assessments ONLY
- ☐ Document Individualized Reclassification Criteria for EBs taking TELPAS Alt
- ☐ Use program evaluation to guide program improvement plans & to identify PD and program needs
- ☐ Attend MOY LPAC training
- ☐ **Submit Exception/Waiver if applicable (Due Nov. 1)**
- ☐ **Present required BE/ESL Annual Program Evaluation to board (Due Nov. 1)**
- ☐ **Attend TX Assessment Conference (Nov. 2-4)**
- ☐ **Attend EB Leader Line (Nov. 5)**
- ☐ **Attend GCA Con (Nov. 10-12)**
- ☐ **Attend TEA Webinar (Nov. 12)**
- ☐ **Prepare for Region 7 Spanish Spelling Bee**

December 2026

- ☐ Register for spring R7 trainings
- ☐ Review EB student data to ensure instruction is aligned to the linguistic and academic needs of each EB
- ☐ Update instructional accommodations as needed
- ☐ Collaborate with DTC/CTC for state assessments, including technology needs and required staff development.
- ☐ Prepare for assessment coding
- ☐ Reconcile PEIMS data with current EBs in BE/ESL, parent denials, and other programs
- ☐ Look for ESSA T3 validation request
- ☐ Attend MOY LPAC training
- ☐ **Attend EB Leader Line Webinar (Dec. 3)**
- ☐ **Prepare for Region 7 Spanish Spelling Bee**

Bilingual/ESL Program Leaders Year at a Glance 2026-2027

January 2027

- ☐ Revisit Instructional Accommodations Checklist and update based upon linguistic and academic progression of EBs
- ☐ Verify technology for upcoming TELPAS
- ☐ Order assessment materials for EOY reclassification & spring PK/K enrollment
- ☐ Provide Iowa training for test proctors
- ☐ Verify years in U.S. schools, current EBs, monitored F, S, and parent denials
- ☐ Conduct LPAC Assessment Decision-Making for Dual Identified EBs taking TELPAS & Review MOY Checklist
- ☐ **Attend Program Leaders Meeting (Jan. 11)**
- ☐ **Register for EBCON - July 14-15, 2027**
- ☐ **Prepare for Region 7 Spanish Spelling Bee**

February 2027

- ☐ Revisit instructional accommodations Checklist & update based upon linguistic and academic progression of EBs
- ☐ Identify linguistic accommodations routinely used in the classroom that may be recommended for use on state assessments
- ☐ Schedule and conduct LPAC Assessment Decision-Making for spring STAAR/EOCs
- ☐ Conduct required TELPAS window activities
- ☐ Begin planning for required BE/ESL summer school program
- ☐ Review teacher progress for Exceptions/Waivers
- ☐ Verify Asylee/Refugee/SLIFE/ immigrant status
- ☐ **Attend EB Leader Line Webinar (Feb. 4)**
- ☐ **Attend Region 7 Spanish Spelling Bee (Feb. 12)**

March 2027

- ☐ Conduct required TELPAS window activities
- ☐ Verify and submit TELPAS assessment data
- ☐ Conduct LPAC Assessment Decision-Making for spring STAAR/EOCs
- ☐ Review EB enrollment numbers to anticipate new BE/ESL classrooms and staff for 2027-2028
- ☐ Review certification progress for staff on Exception and Waiver application
- ☐ Continue planning for required BE/ESL summer school program
- ☐ Send summer school interest letters
- ☐ Verify years in U.S. schools, current EBs, monitored F, S, and parent denials
- ☐ Verify Asylee/Refugee/ SLIFE/ immigrant status
- ☐ **Attend Program Leaders Meeting (Mar. 29)**

April 2027

- ☐ Review EOY Checklist and schedule annual review LPAC meetings for participating EBs, parent denials, and monitored F, S
- ☐ Collaborate with SPED to establish 26-27 Special Exit Criteria for EBs with SCD
- ☐ Initiate Pre-K & Kindergarten enrollment activities to identify potential EBs
- ☐ Continue planning for required BE/ESL summer school program
- ☐ Provide Iowa training for test proctors
- ☐ Complete EOY reclassification assessments for eligible students in grades 1, 2, 11, & 12
- ☐ Collect teacher reclassification rubrics for eligible students
- ☐ **Attend EB Leader Line Webinar (Apr. 22)**

May 2027

- ☐ Conduct LPAC Annual Reviews
- ☐ Coordinate with SPED regarding reclassification for dually identified EBs
- ☐ Update instructional accommodations for BOY 26-27 based upon linguistic and academic progression
- ☐ Continue planning for required BE/ESL summer school program
- ☐ Send parental notification of progress for year 1 and 2 monitors
- ☐ Review teacher progress for Exceptions/Waivers
- ☐ Proctor IOWA test for reclassification of eligible students
- ☐ **Attend EB Leader Line Webinar (May 13)**

June 2027

- ☐ Implement summer school if minimum number of EBs is met
- ☐ Ensure documentation is properly filed in student records
- ☐ Continue program planning for upcoming school year
- ☐ Develop &/or update processes & procedures as needed
- ☐ Verify quantity of LAS credits for fall identification
- ☐ Send parental notification of reclassification
- ☐ **Attend EB Leader Line Webinar (Jun. 3)**

Ongoing:

- Check newly-enrolled students for potential EB status and LPAC within 4 calendar weeks of enrollment
- Review PEIMS coding is up to date and accurate for EBs (including parent-denials), immigrant, and F, S, 3, 4
- Monitor EB linguistic and academic progress (including F, S, and parent-denials). For those who are struggling, identify appropriate interventions.
- Collaborate with special programs to ensure coordination of services (GT, SpEd, RTI, Section 504, MTSS)
- Provide professional development based on comprehensive PD plan
- Ensure EBs are placed in properly certified teachers' classrooms

Notice: The term "English Learner" (EL) has been replaced by the term "Emergent Bilingual" (EB) in accordance with decisions made in the 2021 Texas Legislative session.