



INFORMATIONAL CHECKLIST

(For Administrators, EL Specialists, ELD Facilitators and/or Officers)

Start of School Year

Prepare at Site:

- Set up babysitting persons and facilities for year
- Prepare purchase orders for refreshments
- Meet with officers before first meeting

Send to Curriculum and Instruction, EL Department at District Office:

- Meeting dates for the year (Calendar)
- List of ELAC officers, site DELAC representatives, contact persons and pertinent info (form included in ELAC Handbook)

Each Meeting

Prepare at Site before meeting:

- Agenda
- Line up guest speakers, babysitters, presenters, performances
- Send out notices/flyers 1 week prior to meeting
- Post agenda 72 hours prior to meeting in main office window (must be visible)
- Minutes from prior meeting completed and copied for approval

Send to English Learner Office:

- Agenda *
- Flyer/Notice sent to parents *
- Copy of sign-in sheet *
- Minutes, English and Spanish *

End of School Year

Prepare at Site:

- Ballots and election of officers
- End of year certificates, awards and presentations

Send to English Learner Program Office:

- Names of new officers for following school year, if possible
- Any minutes, agendas, needs assessment, information not sent from the present year