ENGLISH LEARNER MISIDENTIFICATION APPEAL FORM

Districts should note that the items detailed on this document must be submitted through the Conflict Reporting function located in the Accountability Reporting application. If and when criteria are met and approved by the Office of English Language Proficieny, the student may be removed from English Learner (EL) status.

If the EL misidentification occurred a previous school year, there are limited acceptable justifications for removing a student's EL status after the year in which initial misidentification was made. To review these scenarios, please refer to the English Learner Misidentification Appeals Process guidance document. For additional guidance regarding EL misidentification appeal eligibility in situations outside those noted in the guidance document, please contact the OELP at the contact information below.

Please complete and submit this form in addition to any additional supporting documentation through the Conflict Reporting function located in the Accountability Reporting application. Retain a digital copy of all submitted documents and record of the DCR identification number in a secure file at the district level. If and when this appeal has been approved, the documentation should be added to the student's cumulative file. Note that all appeals related to a previous year EL misidentification will be reviewed on a case-by-case basis and that submission of an appeal and supporting documentation should not be interpreted as automatic approval. Only if and when criteria are met and the appeal approved by OELP staff may the student be assigned corrected language status.

The following information must be provided by the submitting district.		
District Name:	District and County Code:	Student State Testing Number (STN):
Student Name:	Student Birthdate:	Current Student Grade:
District Contact Name:	District Contact Email Address:	District Contact Phone Number:

Please refer any questions or concerns regarding the appeals process to the Office of English Language Proficiency at (405) 522-5073, or by email at oelp@sde.ok.gov.

THE FOLLOWING SECTIONS ARE FOR OELP USE ONLY

District narrative meets the primary requirements:		
A description of the situation that led to the current misidentification **(Not required uploading a Corrective Action Plan)**	MET ☐	NOT MET ☐

District narrative contains one or more of the following, as appropriate and applicable to the specific circumstances of the misidentification:			
A brief explanation as to why the Home Language Survey (HLS) indicated a language other than English.	MET ☐	NOT MET ☐	N/A ☐
Why the scenario that led to a language other than English being recorded on the HLS was a temporary situation and/or was otherwise inappropriate for the use in accurately identifying potential English learners for placement.	MET ☐	NOT MET ☐	N/A ☐
What the district team feels led to the student's identification if the student did not demonstrate proficiency when administered the WIDA Screener.	MET ☐	NOT MET ☐	N/A ☐
What supplemental literacy and/or linguistic supports the district is providing the student to address those disparities that led to the student's EL identification.	MET ☐	NOT MET ☐	N/A ☐

District Documentation	MET ☐	NOT MET ☐	N/A ☐
The district has met the requirement to provide documentation that adequately supports the above narrative and justifies the need for appeal (e.g., HLS(s), student IEP, custody order, medical documentation, local assessment results documenting low-level literacy or English competency, grades, teacher recommendations, parent attestation letter, out-of-state proficiency scores, etc.).			

Corrective Action Plan (CAP)	MET ☐	NOT MET ☐	N/A ☐
The district has met the requirement to provide a completed CAP if the misidentification was the result of a lapse in expected implementation of state policy regarding the (1) student's initial EL identification, (2) required parental notification, (3) provision of EL services and supports, (4) participation in annual WIDA ACCESS assessment, or (5) correct coding of the student in the local student information system.			

OELP Reviewer Signature:	DCR Identification Number:

After review of this appeal, supporting documentation, and the relevant student enrollment and identification history, the appeal for removal of EL status is:	APPROVED ☐ DENIED ☐