TransACT documents used with English Learners in your LIEP

Note: Forms must be distributed in a language most easily understood to parents/guardians and obtain a signature within the first 30 days of the new school year, or within 30 days of arrival during the regular school year.

All documents may be found on the Iowa Department of Education TransACT page: https://iowa-doe.parentnotices.com/transact/homepage

Once you have logged in to the TransACT page, access the tab on the right side of the web page - "**Iowa English Learners**"

You will find all the documents required by the state of Iowa as well as an additional optional document. The context in which to use each document is listed in the table below.

NEW STUDENTS				
Implementation	**Frequency**	**Document name**	**Document Purpose**	**Next Steps**
Arrival of new student	One time upon arrival in the U.S. or if did not complete HLS at former school district.	*Home Language Survey - IA*	Identify students entitled to Title III support.	If a language other than English is present on the form, give the ELPA Dynamic Screener to determine program eligibility. Place form in student cumulative file.
If *Home Language Survey* indicates need for Dynamic Screener – you can access information about the screener at : https://educateiowa.gov/english-language-proficiency-assessment-21st-century-elpa-21 Access the module to be **CERTIFIED to administer the ELPA Dynamic Screener** at AEA PD Online: https://training.aealearningonline.org/index_login.php				
Student initially qualifies for EL supports	Within 30 days of the student's enrollment in a school district.	*English Learner Program Placement (Required - Meets ESSA Requirements)*	Notifies parents/guardians description of EL supports.	Teacher signature at bottom, send to parents/guardians, and place form in student cumulative folder **or** obtain signature on *Request for Change in Program Participation* form. Place form in student cumulative folder.

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CONTINUED ELL ENROLLMENT				
Implementation	**Frequency**	**Document name**	**Document Purpose**	**Next Steps**
Student continues to qualify for services each school year	Sent annually at beginning of the school year and within first 30 days of school.	*English Learner Program Placement* (Required - Meets ESSA Requirements)	Notifies parents/guardians description of EL supports.	Obtain parent/guardian signature which indicates agreement **or** obtain signature on *Request for Change in Program Participation* form. Place signed form in student cumulative folder.

REQUEST TO WAIVE ELL SUPPORTS				
Implementation	**Frequency**	**Document name**	**Document Purpose**	**Next Steps**
Parent/Guardian wished to refuse or waive EL supports	Initial and annually, and if program re-entry is required.	*Request for Change in Program Participation*	Refuse/waive EL supports. Explains that student will still be assessed for language development in the annual ELPA assessment.	Place form in the student cumulative folder.
When EL supports are refused/waived	Initial, annual and re-entry placement notification for qualified students who refuse/waive supports.	*Explanation of Consequences for not Participating in English Learner Program*	Provides explanation of supports that are/are not available if refuse or waive EL supports.	Place form in the student cumulative folder.

EXITING STUDENTS				
Implementation	**Frequency**	**Document name**	**Document Purpose**	**Next Steps**
When EL students demonstrate proficiency on the ELPA and other data points identified in the Lau Plan	One time when a student demonstrates language proficiency.	*Program Exit Letter: Form A*	Notifies parent/guardian on student's progress in language proficiency and exit status from EL supports.	Place teacher-signed form in student cumulative folder. Does not require parent/guardian signature.

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* **Also see Entrance and Exit Criteria for English learners - Iowa DE English Learners (EL) Page:**
  https://educateiowa.gov/pk-12/learner-supports/english-learners-el

* **For detailed information regarding the identification and placement of English learners in Iowa, refer to the state document:**
  " Identifying all English Learner Students"

* **EL** = English Learner