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| **Section I Coversheet, Assurances, Signature Page** |
| **EL District Plan Cover Sheet** | Local Education Agency (LEA) Name: |
|  |
| **LEA Contact for ELs:** |
| **Name:**  | Signature:  |
| **Position and Office:**  | Email Address:  |
| **Telephone:**  | Fax:  |
| [ ]   | Check box if LEA receives Title III Funds  |
| [ ]   | Check box if LEA receives an Immigrant Grant  |

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| **Assurances** |
| The LEA will: |
| [ ]  | Assure that the LEA consulted with teachers, school administrators, parents, and, if appropriate, education-related community groups and institutions of higher education in developing the plan |
| [ ]  | Assure that all teachers in any language instruction educational program for English Learners (ELs) that is funded with any source of federal funds are **fluent in English**, including having written and oral communication skills |
| [ ]  | Assure that all schools in the LEA are in compliance for serving English learners  |
| [ ]  | Assure that all individuals used as **translators or interpreters are fluent** in the language they are translating. |
| [ ]  | Assure ELs **have equal access to appropriate categorical and other programs** and are selected on the same basis as other children |
| (The following assurances **apply only to LEAs that receive Title III funds**) |
| [ ]  | Assure that the LEA has a process for parents to **waive Title III** Supplemental Services. |
| [ ]  | Assure that the LEA has an **Equitable Services Implementation plan,** if applicable. |
| [ ]  | Assure **timely and meaningful consultation with private school officials** regarding services available to ELs in private schools that are located within the geographic boundaries of the LEA, if applicable |
|  |
| **EL Program Administrator** |  | **Signature** |  | **Date** |
|  |  |  |  |  |
| **LEA Superintendent** |  | **Signature** |  | **Date** |

**\*THIS COVER SHEET IS TO BE USED BY LEAS THAT RECEIVE TITLE III AND THOSE THAT DON’T.**

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| **\*EL Advisory Committee Signatures** |

**Comprehensive English Learner District Plan**Each LEA in Alabama must develop and implement a Comprehensive English Learner (EL) District Plan, in accordance with Section 3115 of Title III of the *Every Student Succeeds Act* (ESSA) for serving students who are English learners and immigrant students, where one or more students are determined to need support. **The LEA is required to have a Comprehensive EL District Plan whether or not the LEA currently has ELs enrolled and regardless of Title III eligibility.**

The Comprehensive EL District Plan should address each aspect of the instructional program for all ELs, at all grade levels, and in all schools in the school system. The Comprehensive EL District Plan should: contain sufficient detail and specificity so that all employees can understand how the plan is to be implemented; and should contain the procedural guidance and forms used to carry out responsibilities under the plan.

To facilitate LEA compliance and the Alabama State Department of Education (SDE) review of the plan, LEAs will develop the Comprehensive EL District Plan using the template included at the end of the checklist. LEAs may refer to the EL Policy and Procedures Manual when developing and revising the plan for a clear understanding of the requirements for serving ELs. The EL Policy and Procedures Manual was developed by the Alabama State Department of Education and is available for downloading at [www.alsde.edu/departmentoffices/federal](http://www.alsde.edu/departmentoffices/federal)programs.

**\*THIS SIGN-IN SHEET IS TO BE USED BY LEAS THAT RECEIVE TITLE III AND THOSE THAT DON’T.**