LPAC Checklist

The following checklist contains helpful reminders for LPAC Documentation each year. Please contact your local ESC for specific process guidelines. This is not an all inclusive list!

Beginning of Year (BOY)

- ☐ Review STAAR/TELPAS scores for Students pending Reclassification
- ☐ Import or manually add new to district students Home Language Survey (HLS)
- ☐ Add New Parent Representative
- ☐ Enter new Language Assessments
- ☐ Meeting for Initial Review/ New to District
- ☐ Parent Approvals
- ☐ Parent Notification/Student Progress (first 30 calendar days)

Middle of Year (MOY)

- ☐ Meeting for STAAR Assessment Decisions
  - ☐ STAAR Accommodations form (not available until TEA releases new version)
- ☐ STAAR Accommodations Summary Report
- ☐ STAAR Accommodations (Testhound Export)

End of Year (EOY)

- ☐ Teacher Rubric Reclassification (for students being considered for reclassification)
- ☐ Meeting for Annual/ End of the Year Review
  - ☐ Review form for all EB and Monitor Students
- ☐ Parent Notification/Student Progress (if scores are available)
- ☐ Parent Notification/Approval Reclassification for Reclassified students if not Pending

Anytime

- ☐ Monitoring Period can be done throughout the school year
- ☐ Progress Monitoring
- ☐ Withdrawn students can be re-enrolled so that their plans can be printed/shared with their new district

A Must Have for New Schools!

- ☐ TSDS numbers registered for all LPAC users
- ☐ HLS Import or Manual entry
  - ☐ HLS Coding (Ex: 01, 09)
  - ☐ HLS date
  - ☐ Enrollment date