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EL-2 Requirements for English Learner Advisory Committees

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CALIFORNIA DEPARTMENT OF EDUCATION
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ELAC Requirements

A school site with 21 or more ELs must have a functioning ELAC that meets the following requirements:

- a) Parent members are elected by parents or guardians of ELs
- b) Parents of ELs must constitute at least the same percentage of the committee membership as their children represent of the student body



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Sample Evidence of Compliance

- Documentation of election process
 - Examples: Tallies, ballots, notes, minutes
- List of current ELAC members
- Agendas, minutes, and sign-in lists of ELAC meetings for the past twelve months that demonstrate all of the required tasks were completed

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Sample Evidence of Compliance

(cont.)

- Documentation demonstrating that training was provided to all members regarding legal responsibilities
- Evidence to indicate how and when ELAC **advisement** was provided to the site principal and staff on all legal requirements

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State & Federal Contacts

California Department of Education (CDE)

Language Policy and Leadership Office

916-319-0845

Standardized Assessment Division (CELDT)

916-445-9441

Categorical Programs Complaints Management

Unit (UCP)

916-319-0929

U.S. Department of Education

Office for Civil Rights (OCR)

415-486-5555