

# Yellow Folders

Message to Teachers: **Information in these folders should guide your ELD lessons. During the first week of school, look into the Cumulative Records of each EL student, but keep the folder in their Cumulative Record and do not pull out.** (Students are placed using the previous year's CELDT scores; when current year's scores arrive (around December) please check new levels and make adjustments in the EL report Card).

Items that will be placed in the yellow folders, yearly:

- Copy of General Ed Report Card
- EL Report Card (ELD Checklist)
- Parent Notification Letters
  - Initial/Annual, RFEP
- Copy of CELDT scores
- Copy of STAR/Aimsweb results (growth report)
- Front cover of Folder needs to be completed by teacher (Yearly)

Check with your Principal or Bilingual Para if you are not sure whether or not to send documents home in Spanish!

**At the end of the school year:** Teachers, make sure all of the above items, for this current year, are placed in the yellow folder and back into the Student's Cumulative Folder (please attach these items with a paperclip or staple to keep separate from other years). Follow your end of the year schedule and procedures.

*In case of an EL student transfer: follow "end of the year" procedure prior to returning the yellow folder to the student's cumulative folder.*

Notes:

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Student	Grade
Teacher	20 /20
School	school year

**Make** copies of this form for every EL/Yellow Folder to keep track of documents.  
 THIS WILL BE USED AS A COVER SHEET FOR THE ABOVE DOCUMENTS PER YEAR.