Movement Checklist:

**Movement within EAL levels**

|  |  |
| --- | --- |
|  | Test students level i.e. PM/HFW/Writing  |
|  | Talk with next level EAL teacher to compare PM levels/writing levels/motivation etc.Determine the best date to move |
|  | Complete EAL movement form |
|  | Email movement form to SSW Coordinator, EAL leader & homeroom teacher |
|  | Email parents to inform them of the movement, CC: SSW Coordinator, EAL leader & homeroom teachers |
|  | Document movement in PowerSchoolCopy email in PowerSchool and attach EAL movement form as a pdf |
|  | Forward any student books to the next teacher |
|  | New EAL teacher to move students in RAZ Kids |
|  | EAL leader will organise PowerSchool and SeeSaw transfer – Contact Helen Huang and Renae Bu |
|  | New EAL teacher will provide a homework letter for parents |

* For any questions please ask the EAL Leader

**Movement into the mainstream**

|  |  |
| --- | --- |
|  | Test students level i.e. PM/HFW/Writing  |
|  | MAC testing form B |
|  | Talk with homeroom teacher to compare PM levels/writing levels/motivation etc.Determine the best date to move |
|  | Complete EAL movement form |
|  | Email movement form to SSW Coordinator, EAL leader & homeroom teacher |
|  | Email parents to inform them of the movement, CC: SSW Coordinator, EAL leader & homeroom teachersSend home an official mainstream movement letter |
|  | Prepare the writing folder for the mainstream teacher with the most up to date writing samples with the criterion chart attached  |
|  | Document movement in PowerSchoolCopy email in PowerSchool and attach EAL movement form as a pdf |
|  | Classroom teacher to move students in RAZ Kids |
|  | EAL leader will organise PowerSchool and SeeSaw transfer – Contact Helen Huang and Renae Bu |
|  | Contact the classroom teacher/year level leader to ask about the upcoming year level assembly |
|  | Prepare an award for the student  |
|  | Contact parents to let them know when and where the students will be receiving an award |

* For any questions please ask the EAL Leader