



English Learner Advisory Committee Minutes

School: _____

Meeting Date: _____

Summary of discussion/action(s) taken:

(Document both training and parent input for each item. Rows can be deleted or added depending on the number of topics covered.)

Item	Discussion/Action	Parent Advice/Recommendations
Welcome, Introductions		
Review of Agenda		
Approval of Minutes		
Reports: DELAC, SSC, Principal, etc.		
Old Business		
New Business		



Item	Discussion/Action	Parent Advice/Recommendations
Upcoming events/ Announcements		
Public Comment		
Suggestions for next meeting		

Record the date next to the Legal Requirement when you have covered it in your ELAC meeting.

Date Accomplished	Reference of Legal Requirements <i>(You do not need to cover all topics in every meeting. However, you do need to cover all of them each year by June.)</i>
	a. Election of members by parents of English Learners
	b. Election of DELAC representative
	c. Training of members on their responsibilities
	1. Members review and comment on programs and services for English Learners
	2. Members advise the School Site Council on the Accountability Plan
	3. Completion of the school's Needs Assessment
	4. Administration of the School's Language Census (R-30 Report)
	5. Members recommended actions to support regular school attendance

Minutes prepared by: _____, translated by: _____