



COMPREHENSIVE EVALUATION PROCESS FOR ENGLISH LEARNERS (CEP-EL)

Each site team must utilize the following documents that are part of a *Comprehensive Evaluation Process for English Learners (CEP-EL)*. They were developed as a means to ensure best practices are followed when referring and identifying an English learner for special education services. The tools guide teams to systematically collect valid and relevant performance data across a variety of settings in order to make the best educational decisions for each student.

Supporting tools (i.e., *Cumulative File Check*, *English Learner Extrinsic Factors*, *English Learner Intervention Summary*) may be completed as part of the school's Response to Instruction and Intervention (RtI²) process. Special Education case managers are responsible for completing the *CEP-EL Checklist* in collaboration with their general and special education staff. Once completed, these documents become part of the student's permanent records and are placed in the student's cumulative file.

STEPS TO COMPLETING THE COMPREHENSIVE EVALUATION PROCESS FOR ENGLISH LEARNERS:

A. **Prior to a referral to special education**, the following documents must be referenced/completed:

English Learner Initial Referral and Decision Making Process

- ♦ A flowchart that guides site teams in step-by-step decision making before a referral is made to special education.

Cumulative File Check

- ♦ A form that supports the gathering of data early and collaboration between site staff.

English Learner Extrinsic Factors

- ♦ A form that supports the investigation of extrinsic factors that influence English learners ability to access and participate in the curriculum, seeking parent input and identifying student strengths.
- ♦ Teams collaborate and begin to rule out extrinsic factors, such as poor attendance, lack of appropriate instruction, unfamiliarity with the English language, environmental/economic disadvantage and cultural differences, as primary contributors to the student's academic and/or behavioral difficulties.

English Learner Intervention Summary

- ♦ A form that documents interventions tried and their outcomes over time.
- ♦ Supports intervention in all areas of concern, including extrinsic factors, academics and behavior.

B. **After a referral to special education is accepted**, the *CEP-EL Checklist* must be completed:

Comprehensive Evaluation Process for English Learners (CEP-EL) Checklist

- Verifies that newly identified or re-evaluated English learners have been provided a comprehensive evaluation upon identification for special education services.
- Required when considering English learners within any special education disability category.
- Documents use of best practices for English learners throughout the evaluation process (from pre-referral to IEP development).
- Not a certification of disability.
- May be reviewed for compliance.