

English Speakers of Other Languages (ESOL) Program

Sanford School Department

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Language Acquisition Committee (LAC) Meeting Minutes

Student _____

Date _____

Grade _____ ESOL Teacher _____

School _____

Purpose of Meeting:

_____ Identification/Eligibility/ Initial Placement

_____ Program Review

_____ Referral

_____ Evaluation Results

_____ Other _____

Participants:

ESOL Teacher (s) _____

Classroom Teacher _____

Parent(s)/Guardian(s) _____

Student _____

Other _____

If parents/guardians were not present, attempts were made to insure participation:

_____ Scheduled at parent/guardian(s)' convenience

_____ Parent/guardian(s) agreed to have LAC meeting without being present

_____ Parent/guardian(s) will be contacted to explain LAC meeting results

_____ Home visit scheduled to communicate meeting results

_____ Other _____

LAC members achieved consensus on the following:

_____ Personal Learning Plan (PLP) completed/updated

_____ Referral to _____ will be made by _____

_____ Other _____

Summary (meeting notes):