

## 2019-2020 ILLP: Required Signature Document Training

### **Slide 1**

Hello. Today you are viewing the ILLP: Required Signature document training.

### **Slide 2**

The Required Signature document is one of the three pages that make up the whole ILLP. Today we will go over just the Required Signature Document. The goals for today's training is to know and understand the required timeline for the required signature document, how to fill out the required signature document, and what to do with a completed required signature document.

### **Slide 3**

This slide shows both the front and back of the required signature document. This form is signed each year. Even if a student was on an ILLP the previous year, each new school the child is on an ILLP, this form will be sent home.

### **Slide 4**

This slide shows both the front and back of the required signature document. On the front page is all the student demographic data that will need to be filled out before you send this document home. The back side has four signatures that will need to be captured.

### **Slide 5**

As we focus on just the backside of the required signature document you will notice that there are 4 key people who need to sign this form. The individuals who will sign and date this form are in the red box. The following signatures:  
Classroom/ELA teacher  
EL Coordinator  
Parent/Guardian  
Site Administrator  
Will all need to sign this from.

### **Slide 6**

The timeline to capture signatures is as follows. At the beginning of the school year an LEA has 30 calendar days to capture site signatures and send home the form for the parent signature. After the first 30 days has passed, an LEA has two calendar weeks to capture all signatures.

### **Slide 7**

In special instances where paperwork can be a challenge to have sent back we recommend having the classroom teacher/ELA teacher sign the form within the 30 day/2-week time frame, making a copy and sending the copy home for the parent to sign. In the sample you see where the classroom teacher has signed the form. A copy of this form will be made, and the copy will be sent home. A site needs to make 3 attempts to have the form signed.

### **Slide 8**

On this sample you will see the number of attempts handwritten on the original form in the top right corner. In this example 3 good faith attempts were made. After the third attempt the rest of the site personnel sign the form and this form is filed in the student's permanent record or EL file.

### **Slide 9**

On this sample you will see the parent signed and returned the form. In this case the original will be replaced with the parent signed copy, the rest of the site personnel will sign the parent copy and this form is placed in the student's permanent or EL file.

### **Slide 10**

Thank you so much for viewing today's training. If you have further questions, please contact your OELAS regional specialist. If you are unsure who your specialist is, please reach out to the email or phone number on the screen.