

REEP ESL Curriculum for Adults

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DOCUMENTING PROGRESS

Each student has an ESL Progress Report/Individual Education Plan. Progress is documented on the learners' progress report at several times throughout the cycle of instruction. See below for the ESL Progress Report.

Initial:

By the end of the second week, instructors complete their initial evaluation of the learners and record their assessment of speaking/listening, reading, and writing skills for each student. It is imperative to consult the **REEP Level Descriptions** in completing this evaluation.

Mid-cycle:

On the back of the ESL Progress Reports, instructors comment on the student's progress made toward achieving the language skills needed for a higher level. A rating of good or excellent indicates that a learner is likely to meet the language requirements for a higher level by the end of the cycle. A rating of satisfactory or fair indicates that a learner is making progress but may not be able to meet the requirements for promotion to a higher level by the end of one instructional cycle. In the comments section, teachers point out student's strengths and specific examples of progress made as well as suggestions for improvement.

Teachers hold individual conferences with the students to discuss progress to date and make suggestions for the second half of the cycle.

Final:

Instructors complete their final evaluation of the learners and record their assessment of speaking/listening, reading, and writing on the front of the ESL Progress Report. It is imperative to consult the **REEP Level Descriptions** for this evaluation.

Teachers hold individual conferences with the students to discuss progress and the student's level for the next instructional cycle. On the back of the progress report, the teacher and the student sign and date the reports and make comments. The teacher's records the level recommended for the learner in the subsequent cycle.

REEP ESL Curriculum for Adults

REEP Intensive ESL Progress Report/Individual Learning Plan

NAME: **GARCIA, JOSE**
 ADDRESS: 1525 S. MAIN ST. #10
 ANYTOWN, USA 99999
 TELEPHONE: 703-555-5555
 EMERGENCY Name: ANA GARCIA
 Telephone: 703-555-5555

TEACHER: SMITH STARTDATE: 9/24/01 TYPE ENROLL: T
 LEVEL: 0250 SITE: CEC TIME: NOON
 LOG: T097 RECEIPT: 987271 PAYMENT: \$150.00
 ELEGIBLE: Y WORK: F CHILD. PS: N
 AGE: 22 NATIONALITY: H EDUC: 10
 ID: 18076

09/10/2001 COMBINATION 07/B10
 09/10/2001 BEST 07
 09/10/2001 BTRACK 10

START	SITE	TYPE	TEACHER	LEVEL	TIME	HOURS	DISPO	LISTEN	SPEAK	READ	WRIT
7/2/01	CEC	T	SMITH	0250	NOON	116	C15	250	250	300	250

Attendance Record

	M	T	W	Th	F
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
	TOTAL ABSENCES				

SPEAKING/LISTENING											DISPO: Circle appropriate dispo	
100	150	200	250	350	300	400	450	550	EXIT	Class Level	C15 Completed course; was promoted or graduated	
										Begin [Pre]	C16 Completed course but was retained.	
										End [Post]	C17 Withdrew for reasons other than job or training.	
1	2	3	4	5	6					REEP Language Level	C18 Withdrew for job or training.	
0	I	II	III	IV	V	VI	VII			SPL Begin: Pre	C19 Made expected progress: (CEC noon: non-intensive)	
VIII	IX									NRS LEVEL	C20 Student got a refund; never attended class.	
BL	BEG	L-INT	H-INT	L-ADV	H-ADV						New Level: _____ Register: Yes / No	
0	I	II	III	IV	V	VI	VII			SPL End: Post		
VIII	IX											

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READING											WRITING									
100	150	200	250	300	350	400	450	550	EXIT	Class Level	100	150	200	250	300	350	400	450	550	EXIT
										Begin [Pre]										
										End [Post]										
1	2	3	4	5	6					REEP Language Level	1	2	3	4	5	6				
0	I	II	III	IV	V	VI	VII	VIII	IX	SPL Begin: Pre	0	I	II	III	IV	V	VI	VII	VIII	IX
										NRS LEVEL	BL	BEG			L-INT	H-INT	L-ADV	H-ADV		
0	I	II	III	IV	V	VI	VII	VIII	IX	SPL End: Post	0	I	II	III	IV	V	VI	VII	VIII	IX

[ACCESS] Dispos: Goals: [LITPRO] Lang/Pref: Hours: Goals/Ach: Class Status: Overall Status: Separation Code:
 Separation Date: History:
 NRS LEVELS: BL=Beginning ESL Literacy; BEG=Beginning ESL; -L-INT=Low Intermediate ESL; H-INT=High Intermediate ESL; L-ADV=Low
 Advanced ESL;H-ADV= High Advanced ESL

Mid-cycle Comments (*Teacher/student*):

MID-TERM PROGRESS (E)xcellent, (G)ood, (S)atisfactory, (F)air			
SPEAKING	LISTENING	READING	WRITING

End Comments (*Teacher/Student*):

Overall Achievement of Course Competencies	
Successful	Needs Improvement

Teacher's Signature/Date:

Student's Signature/Date:

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