



THE SCHOOL DISTRICT OF PHILADELPHIA

OFFICE OF MULTILINGUAL CURRICULUM AND PROGRAMS

440 NORTH BROAD STREET, PHILADELPHIA, PA 19130

REQUEST FOR ENGLISH LEARNER (EL) STATUS CHANGE IN STUDENT INFORMATION SYSTEM (SIS)

In order to request an English Learner (EL) status adjustment in the Student Information System (SIS), please fill out this form. **Scan and email all required documentation to Dr. Debra Green at debgreen@philasd.org with Student's Name and ID in the subject line.** FAXES WILL NOT BE ACCEPTED. Once your request has been received and reviewed, you will be notified of the status within two (2) weeks.

SCHOOL NAME AND LOC. #: _____

STUDENT NAME: _____ ID#: _____

REASON FOR REQUEST *(check all that apply)*:

- Student should not have been tested:
 - Responses on the Home Language Survey on the EH-40 (admission application) indicate that student should not have been tested
 - Student/Family interview occurred after testing and it was determined that screening should not have been administered *(Please attach documentation of interview with parent/guardian signature)*
- Data Entry Correction *(required documentation)*:
 - Signed written statement from person who entered original data on SIS
(Statement should include the date and time of data entry and type of error made)
- Other *(Provide a detailed reason for request and documentation, for example, EH-40)*:

EL Point Person Name: _____ Signature: _____

Email Address of EL Point Person: _____

Principal Signature: _____ Date: _____

(FOR OFFICE USE ONLY)

Request Determination: Approved Denied Reason: little to no evidence provided
By: _____ evidence does not substantiate request

School Notification Date: _____