



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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GOVERNOR

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STATE SUPERINTENDENT

September 25, 2014

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents and  
Public School Academy Directors

FROM: Joseph A. Martineau, Ph.D. *JAM*  
Deputy Superintendent, Accountability Services

Venessa A. Keesler, Ph.D. *VAK*  
Deputy Superintendent, Education Services

SUBJECT: Records Retention and Transfer for Students Designated as English  
Learners (ELs)

We have received a high number of reports from districts not receiving permanent records for transfer students who are or may be English learners (ELs) in a timely manner. Therefore, we are issuing this important reminder to make sure that all appropriate information is provided in permanent records, and that permanent records are requested and transferred in a timely manner.

Timely transfer of permanent records that include the information listed below will alleviate significant delays in offering needed language services to students when they transfer between districts. It will also help avoid misidentification or re-identification of students as EL who may have already exited from EL services in a prior district. Districts must ensure pertinent information related to an EL's identification and assessment history is included in their permanent records or CA-60s and transferred upon request to a student's new school.

For ELs, the most important pieces of information to retain are:

- a copy of the original [Home Language Survey](#) (HLS) filled out by the parents or guardians,
- WIDA-ACCESS Placement Test (W-APT) scores,
- summative WIDA ACCESS for ELLs or WIDA Alternate ACCESS for ELLs scores,
- summative content area assessment scores such as MEAP,

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- decision criteria used for entering and exiting a student from EL services, and
- the date on which a student may have been entered and exited from needing EL services in MSDS.

These important elements meet requirements as outlined in the [Records Retention and Disposal Schedule for Michigan Public Schools](#). Items 1400A, 1400B, 1405, and 1412 identify requirements related to retention of students' assessment scores, enrollment records, educational development plans, and documentation of services for special programs.

Districts must also ensure timely records transfers per the Revised School Code Section (MCL 380.1135) which requires that within 14 days after enrolling a transfer student, a school shall request from the student's previous school a copy of his or her school record. The sending district must comply by forwarding a copy of the student's records to the new school within 30 days after receipt of the request.

For questions related to the assessments and score reports, please contact the Office of Standards & Assessment at 1-877-560-8378. For questions regarding the HLS and the Entrance and Exit Protocol for ELs, please contact the Office of Field Services at 517-373-6066.

cc: Michigan Education Alliance