



SCHOOL ENGLISH LEARNER ADVISORY COMMITTEE

From California Department of Education

Categorical Programs Complaints Management Unit/Language Proficiency and Academic Accountability Unit

FORMATION – Each school with 21 or more English learners (also known as LEP students), regardless of language, must form a functioning English learner advisory committee (ELAC) or subcommittee of an existing advisory committee.

COMPOSITION REQUIREMENTS – On the committee, the percentage of parents of English learners is to be at least the same as that of English learners at the school. After formation and training of the ELAC, the ELAC may delegate its legal responsibilities to an existing school advisory committee or subcommittee.

ELECTIONS – Requirements for ELAC elections include:

1. Parents or guardians of English learners elect parent members of the school committee or subcommittee.
2. All parents shall be provided the opportunity to vote for committee members.
3. Each school committee shall have the opportunity to elect at least one parent member to the District English Learner Advisory Committee (DELAC). Districts with 31 or more ELACs may use a system of proportional or regional representation.

MAJOR FUNCTION – The purpose of the ELAC (or subcommittee, if appropriate) is to advise the principal and school staff on programs and services for English learners.

TASKS – The committee advises (reviews and comments) on at least the following:

1. **Development of detailed master plan for English Learner education for the individual school and submits the plan to the district governing board for its possible consideration and inclusion in the district's English Learner education master plan.**
2. **Development of the school's needs assessment.**
3. **Administration of the school's annual language census.**
4. **Ways to make parents aware of the importance of regular school attendance**

TRAINING – The district shall provide for all ELAC members:

1. Appropriate training and materials to assist each member to carry out his or her required legal responsibilities.
2. Training which is planned in full consultation with ELAC members. EIA-LEP or district funds may be used to cover the costs of training and attendance of ELAC members (e.g., costs associated with child-care, translation services, meals, and other reasonable expenses.)

Legal references: E.C. Section 62002.5; Former E.C. Sections 52176; 52168; and Title 5, CCR, Section 4312