Reclassification is the process whereby an English Learner is reclassified as a Fluent English Proficient (RFEP) student after meeting various linguistic and academic criteria set by the State and District.

The San Francisco Unified School District has developed student reclassification policy and procedures based on criteria set forth by California Department of Education guidelines. Multiple measures of assessment are used, including the California English Language Development Test (CELDT), California Standards Test in English Language Arts (CST-ELA), progress report card grades, teacher evaluation, and parent opinion and consultation. After a student is reclassified, his/her academic progress must be monitored for two years.

Students initially identified as English Learners (ELs) are reclassified Fluent English Proficiency (RFEP) when they meet the following criteria:

- Overall proficiency level of 4 (Early Advanced) or 5 (Advanced) on the CELDT, with subscores of 3 (Intermediate) or higher
- Score of Mid-Basic (325) on the CST-ELA
- Student Report Cards - “C” equivalent or above based on teacher evaluation
- Parent/Guardian has been consulted/notified (Parent Consent Letter).

English Learner Support Services (ELSS) distributes a list of ELs to each site on a regular basis. The list provides teachers and administrators with the necessary test information to initiate the reclassification process. In addition, ELSS distributes a list specifically of students who qualify for reclassification, and reclassification forms for each qualifying student. It is the responsibility of the school site to complete the reclassification process.

Once the reclassification process has been initiated and the student does not meet one or more of the criteria (Section B), school personnel should note in Section C how the school will address the student’s needs. Please file incomplete Reclassification Form in cumulative folder for compliance documentation.

Step-by-step guide for reclassifying students

1. Initiate the reclassification process for all students whose overall CELDT score is a 4 or 5, and subscores 3 or higher for listening, speaking, reading and writing.
2. The EL list from English Learner Support Services provides the necessary information to complete Part A of the form, as well as the standardized test information and the date of administration to complete Part B, #1 and #2.
3. Enter CELDT and CST-ELA student scores and dates tests were administered in Section B #1 and #2. Enter most recent report card grades in section B #3. The minimum acceptable grade is “C” or the equivalent. Teachers should use the equivalent letter grade on the Reclassification Form.

4. When all criteria have been met, the Reclassification Form should be signed and dated by the parent/guardian. (It is suggested that a photocopy of the Reclassification Form and the Reclassification Parent Consent Letter be sent home with the student for parent/guardian signature.)

5. The parent/guardian must also check and sign the Parent Consent Letter. Please note the parent’s program choice. It can be stapled with the Reclassification Form and sent to ELSS or filed in the cum. If it is filed in the cumulative folder, please check the “Parent Option and Consultation” box on the Reclassification Form.

6. Once all of the required data and signatures are in place, the Reclassification Form should be sent to the English Learner Support Services Office.

7. The English Learner Support Services Office will review and approve or not approve the request for reclassification. The appropriate reclassification code will be entered in the district database. The appropriate documentation will be returned to the school site to be filed in the student’s cumulative folder. The school will send a copy to the parent/guardian.

For compliance purposes, reclassification requests that have not been approved will be returned to the school to be filed in the student’s cumulative folder.

Bilingual Reclassification Follow-up Form (BRFF)

Follow-up Procedures
To ensure that students maintain academic success after reclassification, teachers need to assess the linguistic and academic progress of all reclassified students on the Bilingual Reclassification Follow-up Form (BRFF) every six months for two years following reclassification.

Teachers are required to fill out the form and, if necessary, recommend intervention. The principal or teacher must sign the form and parents must be notified. The form is sent to English Learner Support Services for review and approval. When the form is returned to the school site, suggested interventions should be implemented and the form filed in the student’s cumulative record folder.