

# ELAC 101: ENGLISH LEARNER ADVISORY COMMITTEE



Chula Vista Elementary School District  
Language Development and Instruction



# Learning Outcomes

- Understand the requirements for an English Learner Advisory Committee (ELAC)
- Learn the responsibilities and functions of ELAC

# What is ELAC?

- A school level elected committee of parents, staff and community members designated to advise school officials on English Learner programs and services.



# Why ELAC?

## Federal Law

- Education Code 20, Section 6312 (g)(4)

## State Law

- Education Code Section 35147, 52176(b) and (c), 62002.5, and 64001(a)

## State Regulations

- California Code of Regulations, Title 5, Section 11308

**\* Schools with 21 or more English Learners must for an ELAC.**

# Why ELAC?

To support our English Learners along their paths to lifelong learning and success.

Identification and  
Assessment

Language Support  
and Monitoring

Reclassification  
4 Year Monitoring





# ELAC Responsibilities

1. Advise on the School Plan for Student Achievement (SPSA) on goals for English Learners.
2. Support in administering a school wide Needs Assessment.
3. Share the importance of regular school attendance.
4. Elect one representative and alternate to the District English Learner Advisory Committee (DELAC).



# Establishing an ELAC

Hold an  
Election

Provide  
Trainings

Conduct  
Meetings

Roles and  
Responsibilities

# ELAC Election Process

Recruitment



```
graph TD; A[Recruitment] --> B[Participation]; B --> C[Election and Documentation];
```

The diagram illustrates the ELAC Election Process as a three-step flowchart. It begins with a green box labeled 'Recruitment', followed by a downward-pointing green arrow, then a green box labeled 'Participation', followed by another downward-pointing green arrow, and finally a green box labeled 'Election and Documentation'. The boxes are arranged vertically and are separated by the arrows, indicating a sequential process.

Participation

Election and Documentation

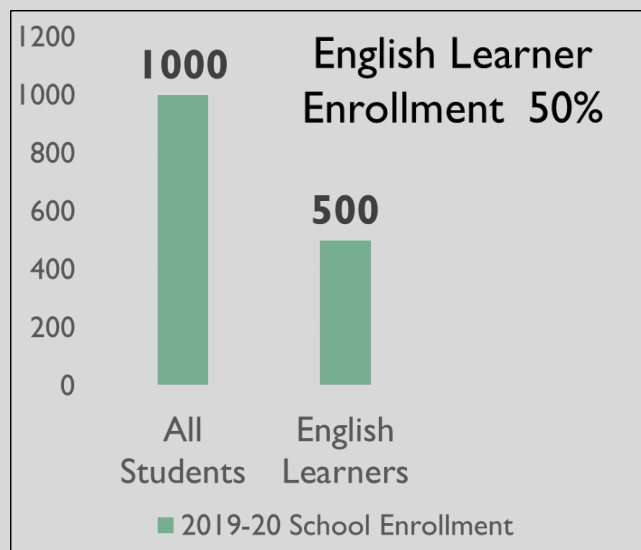


# ELAC Recruitment Ideas

- **Send out invitation and nomination letter to the school community**
- **Announce** on school marquee, newsletters, website, meetings, morning assemblies
- **Set up information table** with volunteers or staff to recruit parents during school functions or during arrival and dismissal times
- **Dedicate September** as “Recruitment Month,” however recruitment should be on-going and encouraged all year
- Ask staff and parent leaders to recommend potential candidates for the committee. **Personally invite parents to participate**

# ELAC Membership Requirements

- **Parents of English Learners** must be on the committee
- Percent of EL parents must at minimum **represent the same percent of EL enrollment at the school**
- **Additional members** may include school staff, non-EL parents and /or community members



**Note:** EL parents employed by CVESD may not be counted in the EL parent composition

# ELAC Meetings Requirements

- Must be open to the public and allow for public input
- Meeting notices and agendas must be posted at least 72 hours before the meeting
- Materials discussed and/or distributed must be made available to the public
- Maintain documentation for 3 years: Agenda, minutes, sign-in sheets, presentations, and ELAC member roster

# ELAC Officers: Roles and Responsibilities

## Chairperson

- Leads the meeting
- Signs letters or documents
- Attends SSC meetings

## Vice Chairperson (optional)

- Helps the chairperson in any or all tasks

## Secretary

- Takes meeting notes
- Maintains documents in a binder

## DELAC Representative

- Attends District DAC/DELAC meetings and shares information with ELAC
- DELAC Alternate attends when representative will be absent



Thank you for your  
engagement!



# HOME ACCESS CENTER

Chula Vista  
Elementary School  
District







The Chula Vista Elementary School District will now be utilizing the Home Access Center (HAC) to share Student Score Reports for the California Assessment of Student Performance and Progress (CAASPP) and English Learner Proficiency Assessments for California (ELPAC) with parents and guardians. The HAC will allow parents and guardians to securely review, download, and save student results quickly and conveniently.






# Registration and Log On Process

[Select a School](#) 

[Language](#) 

Search... 



**CHULA VISTA ELEMENTARY  
SCHOOL DISTRICT**  
*Each Child is an Individual of Great Worth*

84 East J Street , Chula Vista , CA91910  
Phone 619-425-9600[HOME](#) [NEWS](#) [DISTRICT](#) [SCHOOLS](#) [PARENTS](#) [BOARD OF EDUCATION](#) [COMMUNITY](#) [EMPLOYMENT](#) [CONTACT US](#)

*1. Visit the CVESD website to get started at [www.cvesd.org](http://www.cvesd.org).*



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HOME NEWS DISTRICT SCHOOLS PARENTS BOARD OF EDUCATION COMMUNITY EMPLOYMENT CONTACT US

Welcome to Enrollment >  
My Child's School >  
My Child's Learning >  
My Child's Safety >  
Nutritional Services >  
Getting Involved >  
Annual Notification  
Attendance Information  
Before and After School Programs  
Home Access Center  
Transportation Information

**Transitional Kindergarten**  
**REGISTER NOW AT YOUR NEIGHBORHOOD SCHOOL**

2. Visit the *Home Access Center* page under “My Child’s School” on the Parents tab of the CVESD website, or use the following direct URL:

<https://homeaccesscenter.cvesd.org/HomeAccess>



Chula Vista Elementary School District / Parents / My Child's School / Home Access Center

## Home Access Center



Home Access Center (HAC) is a browser-based student information system that allows you to view student information such as registration, attendance, discipline, and scheduling.



Login

If you already have an account, click on the icon to login. Otherwise, please register first.



Register

Guardians can create their own account by clicking on the icon or on "Click Here to Register for HAC" from the Home Access Center home page.

*3. On the Home Access Center homepage, click “Register.”*



## Home Access Center User Registration

First Name:\*


Last Name:\*


City:\*

Zip Code:\*

Register

4. *Enter your first name, last name, and the city and zip code you used when you registered your child for school.*



 Home Access Center

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### My Account

Name:  
Address:  
Logged in as:  
Email Address:  
Last Login:

---

### Change Password

The password must contain 3 of the following 4 character types (Uppercase, Lowercase, Numbers, Symbols).

New Password:\*

Confirm New Password:\*

8. *Enter your new password and click “Continue to Home Access Center.”*



[Change Student](#)

Home Attendance Classes Grades Student Support Registration

Week View [Calendar](#)

**Today's News**  
There is no current news.

[<](#) [>](#) **Monday October 28, 2019 - Friday November 01, 2019** [Today](#) [View Full Schedule](#)

| Class | Monday<br>10/28<br>Day: M | Tuesday<br>10/29<br>Day: T | Wednesday<br>10/30<br>Day: W | Thursday<br>10/31<br>Day: R | Friday<br>11/01<br>Day: F |
|-------|---------------------------|----------------------------|------------------------------|-----------------------------|---------------------------|
|       |                           |                            |                              |                             |                           |

*9. At the top of the Home Access Center, you will see a list of menu choices. Click the icon of the choice you wish to navigate to.*



# Thank you!

*10. You can add or correct your email address by contacting your school secretary or Attendance Health Specialist at the school site. Thank you for reviewing this resource!*