**English Learner PowerSchool Record Change Request (RCR)**

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| **LEA** |
| **Name:** LEA Name |
| **LEA #:** ### |
| **RCR #:** ### |
| **School Year:** 2018-19 |

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| **LEA CONTACT** |
| **Name:** LEA Contact Name |
| **Position:** Position |
| **Phone:** (999) 999-9999 |
| **Email:** EMail |

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| **STUDENT** | | | |
| **Name:** Student Name | | | **ID #:** ########### |
| **Born in US?** Y/N | **Does student qualify as Immigrant Status:** Y/N | | |
| **No. of Years in US Schools:** ## | | **First Year in US Schools:** 2017-2018 | |
| **Home Language:** Select or Type | | | |

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| **Home Language** | |
| **Action** | Select |
| **Home Language**  **Currently in PowerSchool** | Select or Type |
| **Home Language**  **Should be in PowerSchool** | Select or Type |
| **Comments/Instructions:** | |
| Enter comments here. | |

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| --- | --- |
| **EL** | |
| **Action** | Select |
| **School Year** | 2018-2019 |
| **EL Status** | Select |
| **Tier** | Select |
| **Comments/Instructions:** | |
| Enter comments here. | |

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| **W-APT/SCREENER** | |
| **Action** | Select |
| **School Year** | Select |
| **Test** | Select |
| **Grade Span** | Select |
| **Grade** | Select |
| **Semester** | Select |
| **Classification** | Select |
| **Test Date** | Enter Date |
| **Test**  **Administrator** | Enter Admin |
| **Speaking** | Select |
| **Writing** | Select |
| **Listening** | Select |
| **Reading** | Select |
| **Comments/Instructions:** | |
| Enter comments here. | |

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| **ACCESS** | | |
| **Action** | Select | |
| **School Year** | Select | |
| **Date of Test** | Enter Date | |
| **Grade** | Select | |
| **Cluster** | Select | |
| **Domain** | **SCALE** | **PL** |
| **Listening** | Enter | Enter |
| **Speaking** | Enter | Enter |
| **Reading** | Enter | Enter |
| **Writing** | Enter | Enter |
| **Composite** | Enter | Enter |
| **Comments/Instructions:** | | |
| Enter comments here. | | |

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| **IMMIGRANT** | |
| **Action** | Select |
| **School Year** | Select |
| **Comments/Instructions:** | |
| Enter comments here. | |

Complete only those sections below that need a record change: