



## **ELAC Frequently Asked Questions**

### ***Which schools are required to have an elected ELAC?***

Each school with 21 or more students of Limited English Proficiency (LEP) in attendance, regardless of language, must form a functioning English Learner Advisory Committee (ELAC).

### ***What is the role of the ELAC?***

The role of the ELAC is to advise the principal and School Site Council on programs and services for English learners. The ELAC acts in an advisory capacity. It is not a decision making body, but it is the voice of the English learner community. Specifically the ELAC: The ELAC shall be responsible for the following tasks:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Ways to make parents aware of the importance of regular school attendance.
- Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC). Districts with 31 or more ELACs may use a system of proportional or regional representation.

### ***What is the composition of the ELAC?***

The ELAC membership must include parents of English learners (ELs), but may also include other duly elected family & community members. The percentage of parents of ELs who are elected must be at least equal to the percentage of English learners at the school site. For example, if 50% of the students at a given site are English learners, at least 50% of the membership of the ELAC must be parents of ELs. The remaining 50% of the committee members can be the principal, community members, teachers of participating students, instructional aides, parent liaisons, other parents and staff.

### ***Must we elect an ELAC if there are parents of English Learners on the School Site Council?***

Yes, you must have an ELAC if you have 21 or more ELs enrolled.

### ***Can the ELAC delegate their responsibilities to the SSC?***

After the ELAC has been trained on their responsibilities as a committee, it may relinquish their responsibilities of all tasks required, to the SSC for up to two years. In order to

relinquish their responsibilities to the SSC, the members of the ELAC would have to vote to do so. Once this action is taken, then accepted and recorded in the minutes by the SSC, the SSC functions as the ELAC for all purposes required by law or regulations.

***Is training for ELAC members required?***

Yes. ELAC members shall receive training materials and training which will assist them in carrying out their required advisory responsibilities. Training shall be planned in full consultation with committee members, and funds from appropriate resources may be used to meet the costs of providing the training to include costs associated with the attendance of members at training sessions.

***How are members elected to the ELAC?***

Only parents of English Learners may vote for members of the ELAC. You must have an election for ELAC members AND election for ELAC officials.

***Can elections be organized so that ELAC members' terms of office are staggered?***

Yes, this would provide for continuity and schools are encouraged to do this. As new members are elected to the committee, "experienced" members would serve as models. The committee could continue its important work without the interruption of beginning anew every two years.