

# ESL/ELD Teacher Tracking Form

*Please complete this form when your ESL/ELD class is cancelled.*

<i>Teacher Name</i>	<i>School</i>	<i>Assignment ELL Teacher</i>
<i>Date Classes Cancelled</i>		

*Please fill in the following information for each class that was cancelled during the day.*

<i>Classes Cancelled Begin Time - End Time</i>	<i>Description of Cancelled Classes</i>	<i>Reason for Cancellation</i>
<b>Example:</b> 9:00 - 12:00	Intermediate Language	Lack of occasional teacher

**NOTE:**

- 1) Provide a copy of this to your principal
- 2) E-mail a copy of this to your field superintendent
- 3) E-mail a copy of this to Lori DiMarco, Superintendent of Curriculum Leadership & Innovation ([lori.dimarco@tcdsb.org](mailto:lori.dimarco@tcdsb.org))
- 4) E-mail a copy to Deborah Karam, President of TECT ([dkaram@tect.org](mailto:dkaram@tect.org))
- 5) Print a copy for your records.