English Learner Basics Checklist

What are the steps a school should take when an English learner, or EL student, enrolls in their school? Who needs to be identified, and if a student is identified as needing EL services, what is the process a school must use to assess language skills? These are just a few questions this step-by-step document outlines for school personnel seeking to best serve EL students.

Where to start.... Questions to ask....

First step: Who are the EL and or Title III Contact in your district?

> Home Language Survey
> - ☐ Does the school district have a home language survey for ALL students?
> - ☐ When is the survey administered?
> - ☐ Where are copies of the home language survey kept?
> - ☐ Do all the questions in your home language survey trigger screening for English learners?
>   - You can find a sample HLS on the SDDOE website: http://doe.sd.gov/oess/TitleIIIela.aspx

Note: At the beginning of the school year, identification, screening and parental notification of eligible students, must be given within **30 days of enrollment.** Once the school is underway, the window for identification, screening and parental notification of eligibility is within **2 weeks of enrollment.**

The student indicated a language other English...

> English Language Proficiency Screener (KG- W-APT) **WIDA ACCESS Placement Test &** Grades 1-12 WIDA Screener
> - ☐ Are you familiar with the KG- W-APT & WIDA Screener?
> - ☐ Did you know that you can download the KG W-APT for free? Contact your District Assessment Coordinator to help with this.
> - ☐ Do you have a WIDA training account?
> - ☐ Who administers the KG W-APT & WIDA Screener in your school district?
> - ☐ Where are the KG W-APT & WIDA Screener results kept?
> - ☐ Do you know what score qualifies a student as an English learner?
> - ☐ You can find South Dakota's identification criteria here: http://doe.sd.gov/oats/documents/ID-CrELLs.pdf

Note: KG W-APT & WIDA Screener scores should be kept in the student's cumulative folder. To download the KG W-APT please visit: https://www.wida.us/assessment/w-apt/ . You will need a username and password to access the KG W-APT.

The student qualified for EL services...

Infinite Campus

- Where in Infinite Campus do I identify my student as EL?
- First Step: click on **Census-People-**Indicate the student's **Home Primary Language – date entered U.S school (**first year in country purposes)
- Go to: **General-Program Participation-EL-Indicate the date the student was identified as EL**
- Under EL tab**- indicate what Program Model the student will enroll in**
- Is the student an immigrant student? (Title III Immigrant Grant Purposes)
- Definition of an immigrant student:
  - Ages 3-21
  - were not born in any State: and
  - Have not been attending one or more schools in any one or more States for more than 3 full academic years
- Immigrant student is recorded in the **Citizenship Tab**
  - Contact Teri Jung- Teri.Jung@state.sd.us or
  - Yutzil Becker- Yutzil.Becker@state.sd.us if you need assistance with Infinite Campus.

Parent Notification

- When do I notify parents that their student is eligible for EL services?
  - At the beginning of the school year, identification, screening and parental notification of eligible students, must be given within **30 days of enrollment.** Once the school is underway, the window for identification, screening and parental notification of eligibility is within **2 weeks of enrollment.**
- What is your district's plan to provide important communications to parents in the language that they prefer?
  - Translation of communications is a Civil Rights requirement
  - Any notification that is required under Title I and Title III requires that communication be provided, "to the extent practicable, in a language that parents can understand in the interest of maintaining strong communications with parents of ELs."
- What should the Parental Notification of eligible students contain?
  - Reason for identification
  - ELP level
  - Methods of Instruction

- ☐ How the programs differ
- ☐ How the program meets educational needs
- ☐ Exit requirements
- ☐ How the program meets the IEP if applicable
- ☐ Parent rights to withdraw their child from the program, or to choose another program or method of instruction

English Learner Services

- o How will you help your student with English Language Development?
- o What type of EL program(s) does your district use?
  - ☐ ESL Pull-Out
  - ☐ ESL Push-In
  - ☐ Dual Language
  - ☐ Sheltered English Immersion
  - ☐ Newcomer Program
  - ☐ Transitional Bilingual
- A list of the Program Types and descriptions can be found on the SDOE website http://doe.sd.gov/oess/TitleIIIela.aspx

Language Acquisition Plan

- ☐ A language acquisition plan must be completed for an EL student and updated **annually**
- ☐ This is where the school describes accommodations to be used in the regular classroom instruction
- ☐ Assessment accommodations
- ☐ The type of EL service
- ☐ If a student received Special Education services, the accommodations marked on the LAP must also be listed on their IEP Plan or the accommodation cannot be used on state-required assessments
- ☐ You can find a sample LAP on page 53 of this document

Note: When creating the student's Language Acquisition Plan it is important to involve staff members that will be working closely with the student developing this plan.

ACCESS for ELLs 2.0

Identified ELL students in grades K-12 must be given the ACCESS for ELLs 2.0 each February. This large scale test addresses the academic English language proficiency standards that help with instructing and evaluation the progress of English learners.

- o In 2015-2016, the WIDA Consortium began the administration of the new, annual summative assessment, ACCESS for ELLs 2.0. An **online** assessment replaced the the paper-based version of ACCESS for ELLs for Grades 1-12, although a paper-based assessment will continue to be available for schools that are not ready to test online and will also be available as an accommodation.
  - ☐ All identified EL students must be administered the ACCESS for ELLs 2.0 annually until the student meets South Dakota's exit criteria.
  - ☐ Kindergarten ACCESS for ELLs and Alt. ACCESS will remain paper-based.
  - ☐ Who in your district administers the ACCESS for ELLs 2.0 Assessment?
  - ☐ Do they have a WIDA training account?
  - ☐ Schools need to make sure that the different testing roles have done the proper training offered on the WIDA website.
  - ☐ For all information regarding ACCESS for ELLs 2.0 please visit:
    https://www.wida.us/
    http://doe.sd.gov/oats/elp.aspx

My student met South Dakota's exit criteria...

- ☐ What is South Dakota's exit criteria?
  http://doe.sd.gov/oats/documents/ExitCELLs.pdf

2 Year Monitoring

Students that have exited from their EL program will be monitored for the next two consecutive years. School Districts are responsible for evaluating the progress made by children in meeting challenging State academic content and student academic achievement standards for each of the two years after such children are no longer receiving services. Such things as a teacher referral, a parent referral, test scores and mainstream classroom success might indicate a need to discuss the possibility that a student needs to be re-integrated into the EL program.

For more information on English learners and WIDA Assessments please contact: Yutzil Becker at Yutzil.Becker@state.sd.us or at 605.773.4698