**July 2016**

Welcome to another Great School Year Everyone,

I have a few reminders regarding English Learner (EL) students at your school.

Parents may **NOT opt out** of testing or screening under federal law, however they may opt out of services.

Please ensure that all students have a completed Home Language Survey and if a language other than English is indicated on any question then the child must be screened within 30 days using the W-APT or WIDA Model. This survey should only be done once the entire time a child is at your school. IF you feel it is necessary to ask further questions of a parent you may to ensure they have selected the correct answers on the survey. Parents may not be counseled not to identify their children.

**Please keep in mind, if a child has taken the ACCESS or has been screened at a prior school the child should not be screened again.** Please let me know if additional staff requires a user name and password.

* All staff administering the W-APT must be trained. This training is completed online on the WIDA website. Each individual will need an account. Please provide staff with enough time to be adequately trained. <https://www.wida.us>
* Watch the webinars and practice giving the assessment.

**W-APT Things You need to Know**

* **The screener has been updated, but for now it is suggested you use the old version.**
* The manuals can be found on the WIDA website. There is a W-APT calculator on the website. It will calculate the score for you and a report can be printed and should be put in the students file
* Be prepared. It is necessary to print all materials and it takes time to print and assemble.
* Incoming Kindergartners in the fall will only take Listening and Speaking
* Incoming First Graders will take the Kindergarten W-APT but it will be all four components:
* The Grades 1-2 test is intended for second semester 1st graders through first semester 3rd graders.
* The Grades 3-5 test is intended for second semester 3rd graders through first semester 6th graders.
* The Grades 6-8 test is intended for second semester 6th graders through first semester 9th graders.
* The Grades 9-12 test is intended for second semester 9th graders and for students in 2nd

**Infinite Campus**

* Please make sure EL students have been identified and coded correctly in Infinite Campus.
* Please identify students that have been screened, but do not meet the requirements for services.

**This will continue for the 16-17 school year, however certain requirements will be changing with ESSA.**

**Parents must be notified within 30 days the following:**

* Initial Placement
* Continuing Placement
* Reclassification/ Exit

**Please verify that placement letters include each required component Sec 3302(a)(1-8)**

* Reasons for identification
* Proficiency levels
* Instruction methods
* Strengths and Needs
* Exit Requirements and Transition rate (how long it will take students to progress)
* IEP Support
* Parents Rights- Decline Services (Be very clear here. They may decline services NOT testing)
* Parents Rights- Instruction Methods

I have attached a draft template of a placement letter for you to use. It will be necessary to make adjustments, so that it matches the instructional methods offered at your school.

It will also be important to send out the ACCESS for ELLs Parent/Guardian Report if this was not done in the spring. These are available in multiple languages on the WIDA website.

ACCESS training will be scheduled in December. Please plan to send all staff who will be administering the ACCESS to this training. Additional information will be forthcoming. Staff will be required to provide proof of certification prior to administering ACCESS.

**Tracking EL students will be important**

**Identification of ELs and ELPA Administration –** Sec. 3116(b)(3)(C) and Sec. 3116(d)(2)

**Home Language Survey (HLS):**

1. What are your HLS Questions:
	1.
	2.
	3.
2. How is your HLS administered?
3. Who administers your HLS?
4. Is their training regarding the HLS refreshed each year? ☐ yes ☐
5. Who administers the screener (W-APT)?
6. Have they all certified with WIDA this year to administer the screener? ☐ yes ☐ no

 **W-APT Screening Results**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **# students screened** | **# Qualified** | **# Not Qualified** | **# Qualified Whose Parents Refuse Services After Required Screening** | **# WIDA Certified** **W-APT Personnel** |
| **Last Year** |  |  |  |  |  |
| **Current Year** |  |  |  |  |  |

**ELL Service Delivery Plan: Parent Notification—**Sec 3116(d)(1); Sec 3302(a)(b)(c)(d):

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter** | **To be sent by:****(Calendar Year)** | **Sent Date** | **Language(s)** |
| Initial Placement | 30 days/2 weeks |  |  |
| Continuing Placement/ Annual ELPA Results | 30 days |  |  |
| Reclassification/Exit | 30 days |  |  |
| AMAO failure notice (to all EL parents) | 30 days | N/A |  |
| Other:  |  |  |  |

Please verify that placement letters include each required component Sec 3302(a)(1-8)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Reasons for Identification | Proficiency levels | Instruction Method(s) | Strengths and Needs | Exit Requirements and Transition Rate | IEP Support | Parent Rights-Decline Services | Parent Rights-Instruction Methods  |
|  |  |  |  |  |  |  |  |

**\*Notifications must be placed in student’s file.**

**Former EL Students** - Sec 3121(a)(4)

LEAs are required to evaluate Former ELs’ progress “…in meeting challenging State academic content and student academic achievement standards for each of the 2 years after…” exiting from EL Services.

|  |
| --- |
| **Current Year: Former EL Student Count by Grade** |
| **Grade:** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Year One:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year Two:** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Year one** | **Year two** |
|  |  |

**Former EL Student Monitor Protocol:**

* + - 1. Please provide an overview of LEA’s protocol for monitoring Former ELs for the two years after they are reclassified as English Proficient.

**Criteria Evaluated:**

**Frequency of Evaluation:**

**Interventions/Services Provided:**

**Process to determine if a student is identified back into EL Status:**

**EL Plan for all schools**

* We are still awaiting further guidance from the Nevada Department of Education; however the plans will be due at some point during this school year.