

MEMORANDUM

TO: Superintendents

FROM: Martha R. Reichrath, Ph.D.
Deputy State Superintendent
Office of Standards, Instruction, and Assessment

SUBJECT: 2008 – 2009 Title III Monitoring

DATE: October 20, 2008

The Georgia Department of Education (GaDOE) thanks you and your staff for your participation in the Title III monitoring process for 2007-2008. As a result of that process, each school district in Georgia is aware of the strengths and weaknesses in its Title III/ESOL program.

My staff and I are committed to improving our process and our service to you. As part of those efforts, we have carefully reviewed and revised the Title III Monitoring Protocol and *Self-Assessment Report (SAR)* to ensure that all directions are clear. For the 2008-2009 academic year, each school district is asked to complete the enclosed *SAR* to confirm that policies and procedures are in place to identify, serve, and assess English Language Learners in Georgia public schools. The *SAR* is also available to be downloaded from the GaDOE Title III/ESOL web site:

http://www.doe.k12.ga.us/ci_iap_esol.aspx

When completing the *SAR*, please do the following:

1. Address each element of the report directly, providing pertinent information;
2. Provide descriptive and explanatory details for Title III specific policies, programs, and practices;
3. Clearly reference any sections of the Consolidated Application referenced in the *SAR* so that our staff can easily find that information in your application;
4. Keep a printed copy of documents referenced in your report on file at your district offices available for review in the event of an on-site audit.

Please note that your completed *SAR* is due to the address below on or before December 2, 2008:

Title III/ESOL Unit
Attention: Ms. LaShaun Odom
Georgia Department of Education
1770 Twin Towers East
205 Jesse Hill Drive, S.E.
Atlanta, GA 30334

As part of our commitment to improving our process and service to you, our GaDOE Title III/ESOL monitoring team will be working diligently during the month of December and early

January on all **SARs** submitted by the December 2nd deadline to provide a response on or before January 15, 2009.

Our monitoring staff is available to assist should you have additional questions about completing the **SAR**. Please do not hesitate to contact one of the following staff members.

Dr. Mae L. Wlazlinski
Email: mwlazlinski@doe.k12.ga.us
Tel: (404)463-2588

Ms. Amy Lacher
Email: alacher@doe.k12.ga.us
Tel: (404)463-1074

MR:cs

Enclosures

cc: LEA ESOL Coordinator
Garry McGiboney, Ph.D., Associate Superintendent, Innovative Instruction
Ms. Elizabeth Webb, Director, Innovative Academic Programs
Chris Scott, Ed.D., Program Manager, Title III/ESOL