Title III, Part A Written Procedures

I. Monitoring Implementation of EL Entrance Procedures

A. Monitoring Registration – in parent's preferred language/format

    1. Monitoring Parent Communication Language

        a) *Use Data Collections Language Codes*

    2. Monitoring Updated Home Language Survey (HLS)

        a) *In parent's preferred language/format*

        b) *Communication with families when HLS questions arise*

            (1) Additional Information – 5 Statements

            (2) HLS Incorrect Addendum

            (3) Multilingual Multiliterate (MLL) Amendment

        c) *Written procedures for maintaining core documentation*

    3. Monitoring Student Primary Language

        a) *Identification of potential English learners (ELs)*

B. Monitoring Initial ELP Screening Processes for 1st enrollment in U.S. Schools

    1. Monitoring State Approved Screeners for Grades K and 1-12

        a) *Retired screeners (K-WAPT, Remote)*

    2. ELP Screener Costs (local obligation)

    3. Monitoring ELP Screener Administration

        a) *Language Domain Subtests per Grade Level, Semester, and Grade Level Cluster (provide WIDA Chart)*

        b) *Screener Training and Certification*

        c) *Screening Administration Windows*

        d) *Local Protocols: Screening Security and Irregularities*

        e) *Screening students with suspected or identified disabilities*

    4. Monitoring Eligibility Criteria (GaDOE Flowcharts)

        a) *Kindergarten, by semester*

        b) *Grade 1, by semester*

        c) *Grades 2-12*

5. Monitoring Data Quality
   a) *Date of ELP Screener Data Element*
   b) *ELP Screener Results in SLDS ELP Screener Application*
   c) *Data Quality Control of SIS Processes*

C. Monitoring EL Identification Processes for Transfer Students
   1. In-State Processes
      a) *EL History GUIDE*
      b) WIDA *ACCESS / Alternate ACCESS Assessment History in SLDS*
      c) *Communication with transfer LEA*
      d) *Transfer Records*
   2. Out-of-State Processes
      a) *Transfer Records*
      b) *WIDA vs. Non WIDA States*
   3. Special Scenarios
      a) *Foreign Exchange Students*
      b) *Out-of-Country Enrollment Gaps*

D. Monitoring Maintenance of Student Records
   1. Evidence of communicating with parents in a language/format they understand
   2. Data Collections Reporting

E. Beginning of Year Procedures & Documentation (Local)

II. Monitoring EL Exit Procedures

A. Monitoring State Exit Criteria – Clear Exits
B. Monitoring LEA's Exit Criteria – Reclassification Exits
   1. Reporting EL Exit Criteria to the State
C. Monitoring WIDA *ACCESS / Alternate ACCESS* assessment data review procedures & timelines
D. Monitoring Exit Criteria for WIDA *ACCESS / Alternate ACCESS* (GaDOE Flowcharts)
E. Monitoring Reclassification Criteria & Process (when applicable)
F. Collaboration with Special Education for IEP/Reclassification
G. Monitoring Procedures for Assessing Students with Less Than Four Domains
   1. Monitoring Maintenance/Use of State Issued D-CPL
H. Monitoring End-of-Year Procedures & Documentation (Provide Local Checklist)