

GaDOE Federal Programs and Assessment Process for Private School Participation in WIDA Assessments School Year 2023-2024

Target Audience: School officials from private/non-profit schools planning to participate or currently participating in Title III, Part A, and public-school officials in the Title III, Part A and Assessment offices from Local Education Authorities (LEAs) with participating private/non-profit schools.

Purpose: To clarify the steps LEAs and private school officials must implement to participate in WIDA assessments. Using WIDA assessments will help standardize initial and continuing identification of English learners (ELs) and provide language proficiency data that informs effectiveness evaluation of private school program services, reported in SLDS platform.

Process and Action Steps for School Officials	Timeframe
<p>1. Consultation Process: Private school officials and the public-school LEA Title III Director and System Testing Coordinator (STC) consult and collaboratively decide to use WIDA's suite of English language proficiency (ELP) assessments for the initial and continuing identification of English learners in private schools.</p>	<p>Prior to participation year (Submitted in ES4PS)</p>
<p>2. Communication Process: The public-school LEA Title III Director communicates to GaDOE Assessment and Title III, Part A the names of the private schools that elect to use the WIDA ACCESS and Alternate ACCESS assessments. WIDA will provide private school officials with access to WIDA AMS for the purpose of administering any of the WIDA online screeners and WIDA ACCESS online assessments.</p>	<p>Decision to participate in WIDA assessments - due June 15 (Submitted to GaDOE Assessment and Title IIIA)</p>
<p>3. Consultation Process: Private school officials determine an estimate* of the number of ACCESS assessments that will be needed for the spring administration of the WIDA ACCESS assessments. This estimate must be communicated to LEA officials in August or September.</p>	<p>August - September</p>
<p>4. Fiscal Process: Public-school LEA officials generate a Purchase Order (P.O.) for the Wisconsin Center for Education Research (WCER) based on the estimated* number of WIDA ACCESS assessments to be administered (from Action Step #3):</p> <ul style="list-style-type: none"> • Individual test costs for the school year (SY) 2023-2024 <ul style="list-style-type: none"> i. WIDA ACCESS Kindergarten @ \$30.75 per student ii. WIDA ACCESS Paper (Grades 1-12) @ \$30.75 per student iii. WIDA ACCESS Online (Grades 1-12) @ \$28.75 per student iv. WIDA Alternate ACCESS @ \$141.25 per student v. WIDA Braille ACCESS @ \$187.75 per student 	<p>August – September</p>



<ul style="list-style-type: none"> i. Additional charge: 3% of total assessment charges, minimum charge \$25, maximum charge \$600 ii. Price changes are subject to WCER. • WIDA Screener Online (Grades 1-12) is included in the WIDA membership at no additional cost per student. • WIDA Screener for Kindergarten – Although not included in the WIDA P.O., kits can be printed locally or purchased from WIDA. Information: https://wida.wisc.edu/assess/screener/kindergarten and https://store.wceps.org/ <p>*Note: To avoid creating a 2nd P.O., GaDOE recommends the LEA use an estimate based on the school’s typical EL student population including those newly identified each year.</p> <p>Fiscal Process Continued:</p> <ul style="list-style-type: none"> • Public-school LEA sends the assessment P.O. to WIDA. (Not the private school.) Wisconsin Center for Education Research Attn: WIDA Consortium University of Wisconsin-Madison 1025 West Johnson Street MD #23 Madison, WI 53706 WCER Taxpayer Identification Number (TIN): 39-1805963 WCER DUNS Number: 626535538 • The completed P.O. can be emailed to wida@datarecognitioncorp.com or faxed to 763-515-9129. • LEAs may request a W-9 from WIDA/WCER. • The WIDA screening process cannot take place until WIDA receives the P.O. • The public-school LEA sends WIDA a check to pay the PO using the private school’s proportionate share funds. (The private school does not pay WIDA directly.) 	
<p>5. Consultation Process: Public-school LEA and private school officials determine who will administer the WIDA Screener and the WIDA assessments.</p>	<p>August - September</p>
<p>6. Onboarding Process: Public-school LEA System Test Coordinator (STC) must facilitate school and user WIDA AMS account activation for the private school.</p> <ul style="list-style-type: none"> • Set-up the identified test coordinator. • Set-up eligible test administrators (teachers). • Set-up eligible EL students. • To be eligible for participation in WIDA assessments, the assessment onboarding process must be completed by October 15. 	<p>Completed by October 15</p>
<p>7. Training Process: To be certified to administer the WIDA screener and the ACCESS tests, GaPSC-certified teachers (onboarded in #6 above) must take the WIDA Screener and ACCESS assessments’ training within the secure WIDA portal.</p> <ul style="list-style-type: none"> • LEA STC provides private school educators with a WIDA secure portal login where the assessment training is housed. • The WIDA ACCESS assessment training consists of several components and multiple modules. Please plan accordingly. 	<p>October – December</p>

<ul style="list-style-type: none"> • Separate training completion certificates are generated: one per assessment the teacher will administer. (Some training is grade level and language domain specific.) • Annual training for test administrator certification is required. • All teachers must recertify annually after September 1. • The LEA STC must maintain documentation on GaPSC certification and WIDA ELP Assessment administration certification. • To be eligible for participation in WIDA assessments, test administrator training must be completed by December 15. 	
<p>8. Screening Process: GaPSC-certified and WIDA-certified teachers screen potential EL students who are new to U.S. schools, including rising Kindergarten students.</p> <ul style="list-style-type: none"> • In compliance with the Office for Civil Rights (OCR), GaDOE recommends that private school officials use a home language survey to see if there are any potential ELs in the school, i.e., those who have a home language other than English. • In compliance with Federal and OCR guidelines, GaDOE recommends that potential ELs be screened for English language proficiency within the first 30 days from the beginning of school or for students enrolling after the start of school, within ten days of enrollment. • WIDA Screening is a one-time process; not to be repeated annually. The annual WIDA ACCESS and Alternate ACCESS assessments provide information for continued EL eligibility. 	<p>Continuous throughout school year as students enroll, although critical at the beginning of the school year to serve identified students through the school year</p>
<p>9. Assessment Process: The WIDA ACCESS test is an annual assessment of students' level of English language proficiency. During the state's WIDA ACCESS testing window, GaPSC-certified and WIDA-certified teachers administer the WIDA assessments to all identified EL students.</p> <ul style="list-style-type: none"> • WIDA ACCESS testing window (SY2023-2024: Jan 10 – March 1, 2024). • Follow test administration training protocols (in WIDA Secure Portal). • Follow data validation protocols to ensure accurate test reports (in WIDA AMS Portal). • Administer WIDA <i>Alternate ACCESS</i> to students with significant cognitive disabilities per eligibility as established in the student's Individualized Education Plan (IEP). • For more information, see GaDOE WIDA ACCESS website. 	<p>Winter/Spring</p>

Non-Negotiables:

1. FERPA consistent best practices and adherence to GaPSC Code of Ethics Standard 10
2. The public-school March FTE count date includes the private school EL student population based on the number of students with continuing EL eligibility **and** those who were screened for the first time that school year.
3. The private school maintains nonprofit status throughout the assessment testing window.

Cancellation of Agreement to Participate in WIDA Assessments:

Deadline – December 1

1. **Cancellation Initiated for Inability to Comply with Non-Negotiables**
Following consultation with private school officials, LEA Title III, Part A officials may initiate cancellation of the private school's participation in WIDA assessments (deactivation of WIDA AMS account) for inability to meet the established non-negotiables.

Process:

- a. LEA Title III, Part A program officials communicate with GADOE Title III, Part A staff and GaDOE Ombudsman that one or more of the established non-negotiables have not been met by the private school, such as testing window timelines, teacher certification status, etc. (See Non-Negotiables in Timeframe and list above.)
 - GADOE Title III, Part A staff and State Ombudsman staff may further consult with LEA Title III, Part A staff and/or private school officials.
- b. LEA Title III, Part A program officials communicate the private school's desire to cancel to the LEA System Testing Coordinator (STC).
- c. LEA STC communicate this information to GaDOE Assessment.
- d. GaDOE Assessment staff initiate deactivation of WIDA AMS account for the private school.

2. Cancellation Initiated – Other Reasons

During ongoing consultation between private school officials and LEA Title III, Part A officials, private school officials may initiate cancellation of participation in WIDA online assessments before such assessments have been administered.

Process:

- a. LEA Title III, Part A program office communicates to GADOE Title III, Part A staff and GaDOE Ombudsman the agreement (reached during ongoing consultation) to cancel the private school's online WIDA participation.
- b. LEA Title III, Part A program officials communicate to the LEA STC the private school's agreement to cancel online WIDA participation.
- c. LEA STC communicates this information to GaDOE Assessment.
- d. GaDOE Assessment staff initiate deactivation of WIDA AMS account for private school.

3. Deactivation Process of Private School's WIDA AMS Account:

- a. LEA Title III, Part A program officials communicate the cancellation to the LEA STC.
- b. LEA STC communicates this information to GaDOE Assessment.
- c. GaDOE assessment staff initiate deactivation of WIDA AMS account for the private school.
- d. Officials from all related offices share communication for transparency purposes.

Coordinating Funds to Support the Purchase of the WIDA Assessments

1. Private Schools Currently Participating in Title III, Part A

LEAs that have private schools currently participating in Title III, Part A may, through consultation, use Title III, Part A equitable services set-aside funds to support the purchase of the WIDA assessments.

2. Private Schools Not Currently Participating in Title III, Part A

a. Paper Screener

LEAs with private schools considering participating in Title III, Part A may, through consultation, use the paper version of the screener (printing costs only) to determine student eligibility. Once private schools are participating in Title III, Part A, identified English learners must be administered the WIDA ACCESS or Alternate ACCESS assessment annually.

b. Private School Funds

LEAs with private schools considering participating in Title III, Part A, through consultation, determine that online screening is the best choice. The private school works with GaDOE Assessment to generate a P.O. for the Wisconsin Center for Education Research (WCER) reflecting an estimate of the number of students identified for ACCESS testing. The private school is fully responsible for payment and will not be reimbursed.

Note: To avoid creating a 2nd P.O., GaDOE recommends the LEA use an estimation based on the school's typical EL student population including those newly identified each year.

Data Privacy

- All student information accessed by LEA officials and public school representatives is subject to [FERPA](#).
- FERPA does not apply to private school student information in schools that do not directly receive federal funds. GaDOE and the [National Association of Independent Schools](#) recommend that private school officials safeguard student privacy using practices aligned with FERPA.
- Further, **GaPSC Rule 505-6-.01 The Code of Ethics** for Educators requires educators to administer state mandated assessments fairly and ethically. Unethical conduct includes, but is not limited to:
 1. Committing any act that breaches test security; and
 2. Compromising the integrity of the assessment.

WIDA's Professional Learning Opportunities

- Educators must obtain a login/password for the WIDA secure portal from the LEA's STC.
- The "Professional Learning" pathway in the WIDA secure portal takes educators to a list of self-paced workshop modules they may register for and complete.
- The LEA can generate registration and course completion reports for the private school.
- See the WIDA Professional Learning flyer on the [ESOL Language Program](#) webpage.
- Please contact the LEA ESOL/Title IIIA Director for questions about WIDA's professional learning opportunities.



WIDA's English Language Development (ELD) Standards Resources

- The [WIDA ACCESS assessments](#) measure students' development of academic English as defined in the [WIDA English Language Development Standards Framework, 2020 Edition](#).
- Teachers may use WIDA resources to teach students academic English and give them the opportunity to learn the academic English the assessment measures.
- Please contact the LEA ESOL/Title IIIA Director for questions about WIDA's ELD Standards Framework resources.

Please contact Ombudsman@doe.k12.ga.us and ELPrograms@doe.k12.ga.us for questions about this guidance.