

# EL Entrance Procedures: Identifying English Learners & Notifying their Parents – *Are we still provisional?*

A GaDOE  
EL Language Programs'  
ESOL Munch & Learn  
July 8, 2020



*Advancing Effective Leadership for Continuous Improvement  
of Systems for English Learner Success*

# Lunch Menu Today

## Appetizer

Federal and State Laws

## Main Course

1. Home Language Survey
2. ELP Screener Options
3. Identification of Transfer Students
4. Potential ELs with disabilities
5. Data Collection Codes
6. Timeline considerations

## Dessert

Parent Notifications



# Enrollment/Registration Processes for All Students

## Federal Laws

- OCR/DOJ [\*Dear Colleague Letter: English Learner Students and Limited English Proficient Parents\*](#) (Jan 7, 2015)

ESEA 1965, amended by the ESSA (2017)

## State Guidance

- [State Board of Education Rule 160-4-4-.02](#) (updated 2017)
- State ESSA Plan (Feb 2018)
- [El Language Programs State Guidance](#)

# Website Resources:

## ESOL Language Program Website

### IV. Registration/Enrollment Processes

- Parent School Communication Flowchart
- Translation/Interpretation Guidance (Please refer to Chapter 10.)
- Statewide Contract Info for Translation Services (2018-2020)
- Home Language Survey Form Bank

### V. EL Entrance Procedures (10 June 2019)

- Kindergarten EL Eligibility (W-APT) Flowchart
- Kindergarten EL Eligibility (MODEL) Flowchart
- Grades 1-12 EL Eligibility Flowchart

## A Resource Guide to Support School District's English Learner Language Programs

### ESOL Language Programs

### Supplemental Title III, Part A Language Programs



EL Language Programs - State Guidance (Updated 11-20-2019)

# Three State-Required Home Language Survey Questions

- 1.** Which language does your child best understand and speak?
- 2.** Which language does your child most frequently speak at home?
- 3.** Which language do adults in your home most frequently use when speaking with your child?

# Key Questions during Registration/Enrollment Procedures

## ☐ New to U.S. Schools?

1. Home Language Survey
2. Screen Potential ELs
3. Eligibility Criteria (EL Entrance Flowcharts)

## ☐ In-state Transfer Student?

1. Capture in GUIDE
2. Check SLDS
3. Contact previous school district

## ☐ Out-of-State Transfer Student?

- ☐ WIDA state?
- ☐ Non-WIDA state?





## Stop & Share in Chat Box!

1. Is our system's HLS embedded in the registration packet or online process?
2. How do we know our parents understand it when they fill it out?
3. How do registration personnel notify ELP screening personnel that a potential EL needs to be screened?
4. How do we ensure transfer students are correctly identified, when applicable?

# Elements in the Screening Process



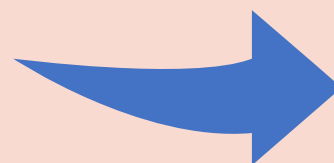
ELP  
Screener  
Options



Students  
with  
Disabilities



EL  
Eligibility  
Criteria



EL  
Entrance  
Flowcharts



# State- Adopted English Language Proficiency (ELP) Screeners Options

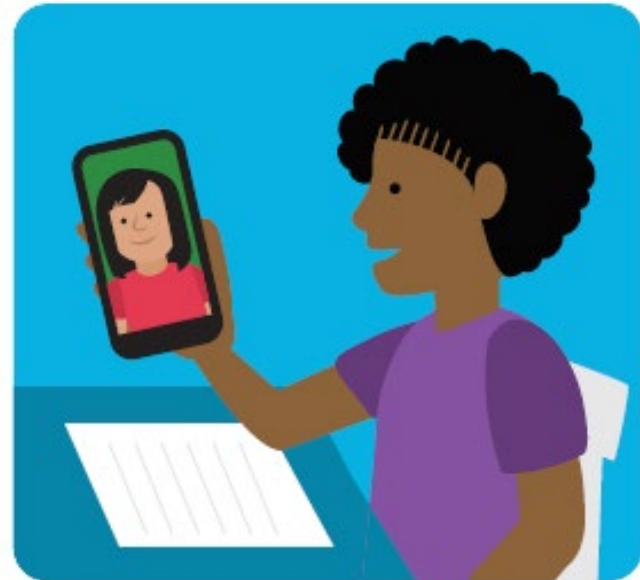
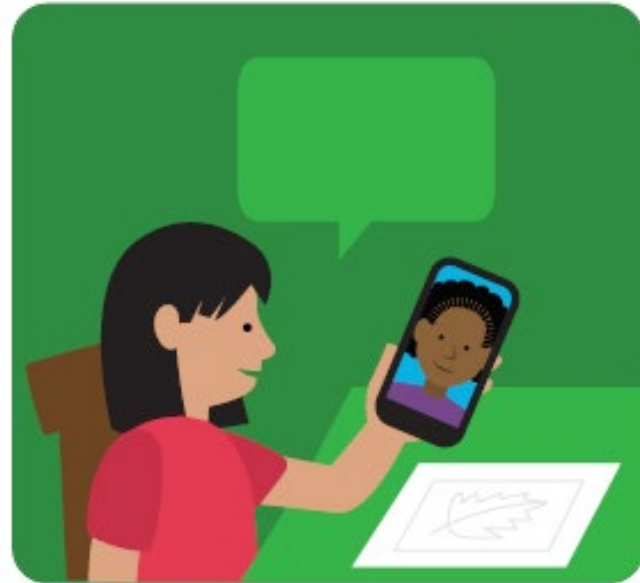
The Kindergarten WIDA-  
ACCESS Placement Test  
(K W-APT)

The WIDA Screener (Online)

The Kindergarten Measure of  
Developing English (K MODEL)

WIDA Remote Screener for  
grades K-1 and grades 2-12, as  
needed

# WIDA's New Remote Screener



# ELP Screener Options 2020-2021

<b>Traditional / School Buildings Open</b>	<b>Hybrid with Limited/Staggered Use of School Buildings</b>	<b>Distance/Remote Learning due to Targeted, short-term, or extended closures</b>
<ol style="list-style-type: none"><li>1. Kindergarten W-APT</li><li>2. WIDA Model (Kinder only)</li><li>3. WIDA Online Screener - Gr. 1 (2<sup>nd</sup> sem.) – Gr. 12</li></ol>	<ol style="list-style-type: none"><li>1. Kindergarten W-APT</li><li>2. WIDA Model (Kinder only)</li><li>3. WIDA Online Screener - Gr. 1 (2<sup>nd</sup> sem.) – Gr. 12</li><li>4. WIDA Remote Screener for K-12, as needed</li></ol>	<ul style="list-style-type: none"><li>• WIDA Remote Screener for grades K-1 and 2-12, as needed</li></ul>

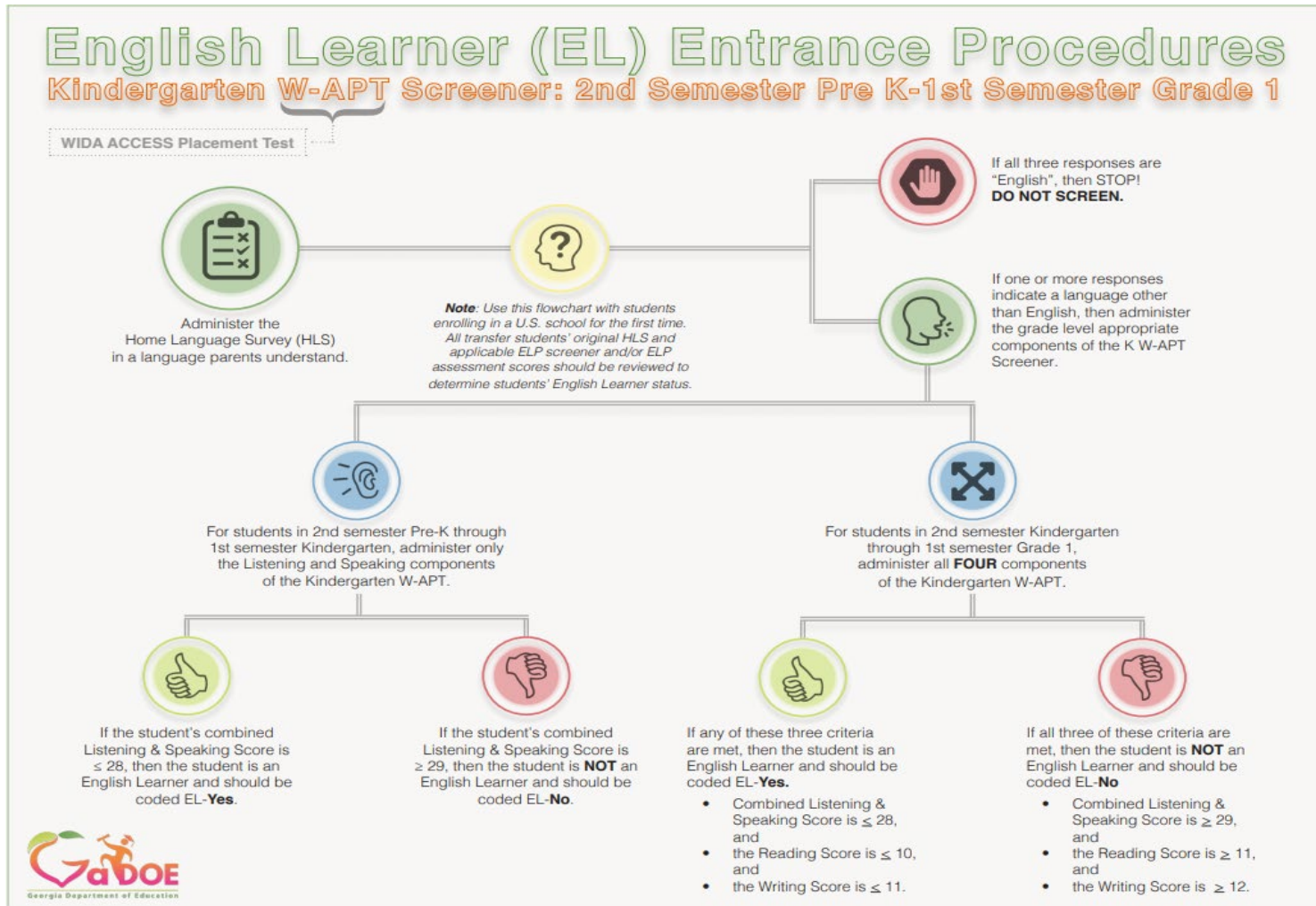
Preventative practices and proactive protocols would include individual administration of the ELP screener following the health and safety considerations and recommendations as expressed in GaDOE's K-12 Restart and Recovery guidelines at <https://www.georgiainsights.com/coronavirus.html>.

# Students with Disabilities

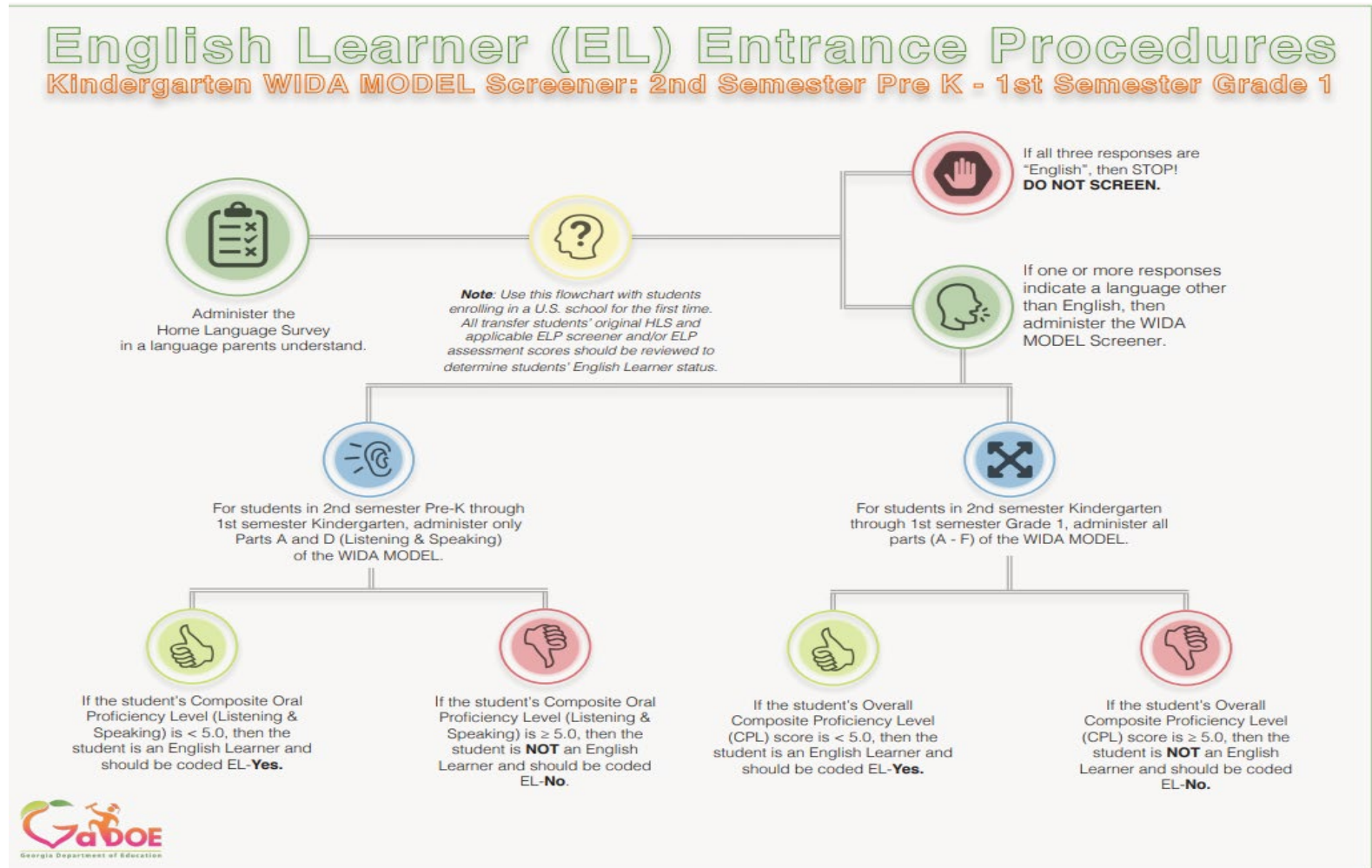
**Is the  
potential EL  
student  
already  
identified as  
deaf, blind  
and/or non-  
verbal?**



# Kindergarten Eligibility Flowchart: The K-WAPT

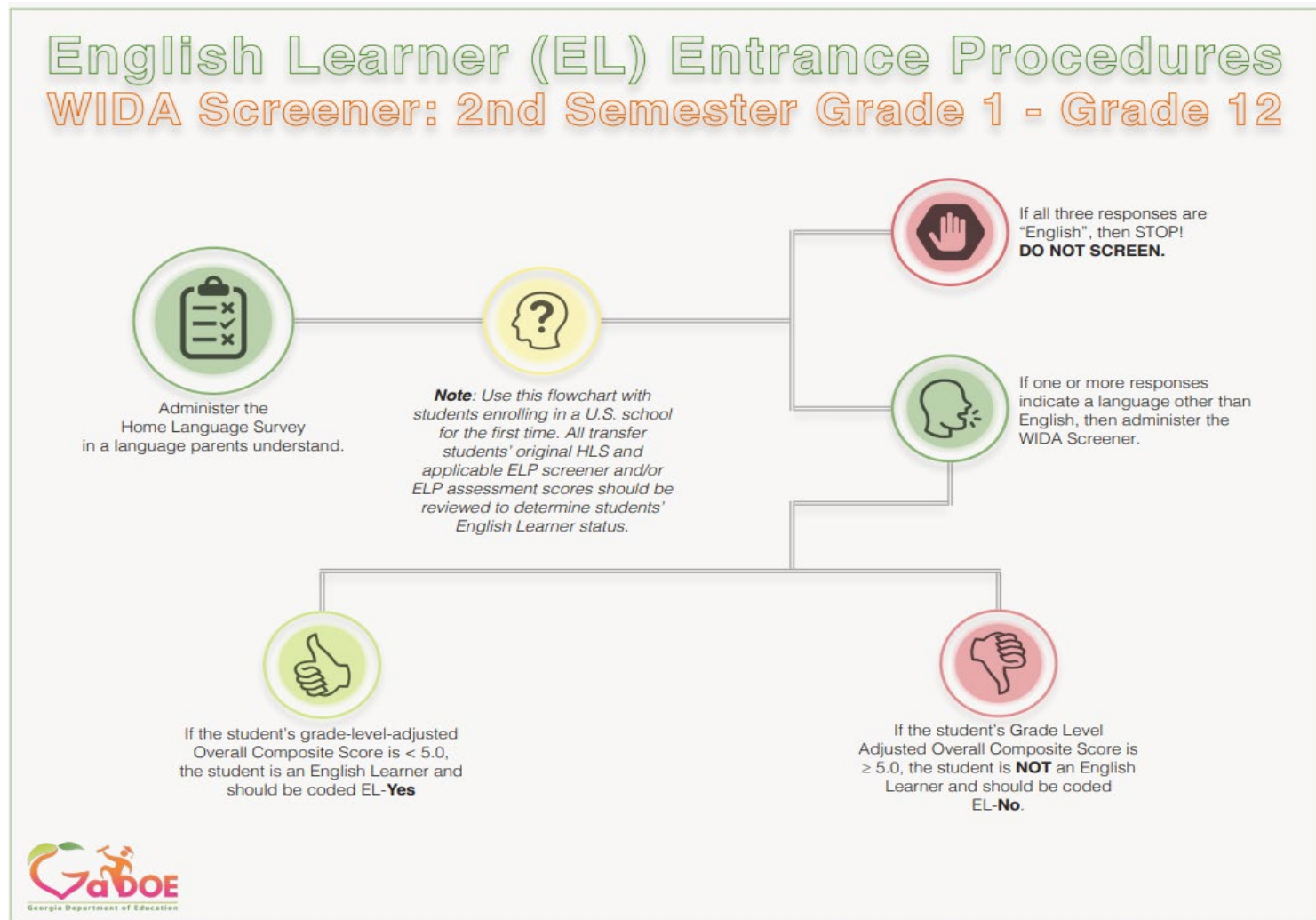


# Kindergarten Eligibility Flowchart – The WIDA MODEL





# Grades 1-12 Eligibility Flowchart – The WIDA Screener



# How and where do we report the results of the ELP Screener?

1. Posting students' EL status in the SIS
2. Recording the Date of ELP Screener in the SIS.
3. Using the EL Screener Tab in SLDS

Am I eligible?





# Poll Time!

[< Back](#)

Respond at **PollEv.com/megbaker993**

Text **MEGBAKER993** to **22333** once to join, then **A, B, C, D, or E**

Visual settings

Activate

Show responses

Lock

Clear responses

## Indicate which process occurs in your school's system?

A - Students' EL status is marked in SIS

B - Students' Date of ELP Screener is noted in SIS

C - Students' Screener information is entered in SLDS EL Screener Tab

A & B only

A, B, & C


A

B

C

D

E

 Poll Everywhere

Logout

# Let's test our understanding!

**Scenario #1:** A new second grade student enrolled in December from China. The answers on the HLS were Mandarin, Mandarin and Mandarin.



**Action Taken:** The district administered the Grades 1-12 online WIDA Screener. The student scored an overall composite proficiency level of 1.5.

**Result:** The student qualifies for EL status and language instruction program and services since the eligibility criteria was met: The 2<sup>nd</sup> grade newly arrived student with a home language of Mandarin who scored below 5.0 on the WIDA Screener.

# Let's try another one!

**Scenario #2:** A new student enrolled in 6th grade from Nevada in October. On the HLS, the family indicated that Spanish was the main language used at home. The student has been in U.S. schools since Kindergarten.



**Action Taken:** The district requested the official EL records for this student from the transferring school in Nevada.

**Result:** The records demonstrated that this student had exited EL status in 4<sup>th</sup> grade and had been monitored in 5<sup>th</sup> grade. She is currently in year two of post-exit monitoring and is coded as an EL=2 in Georgia.

## Let's practice with one of your scenarios!

1. Write a scenario in the **Chat Box** and we'll read it aloud.
2. Write the **Action** the LEA took or ask us what action should be taken. We'll poll the group!
3. **Result:** Varies



# How long should the EL identification process take?

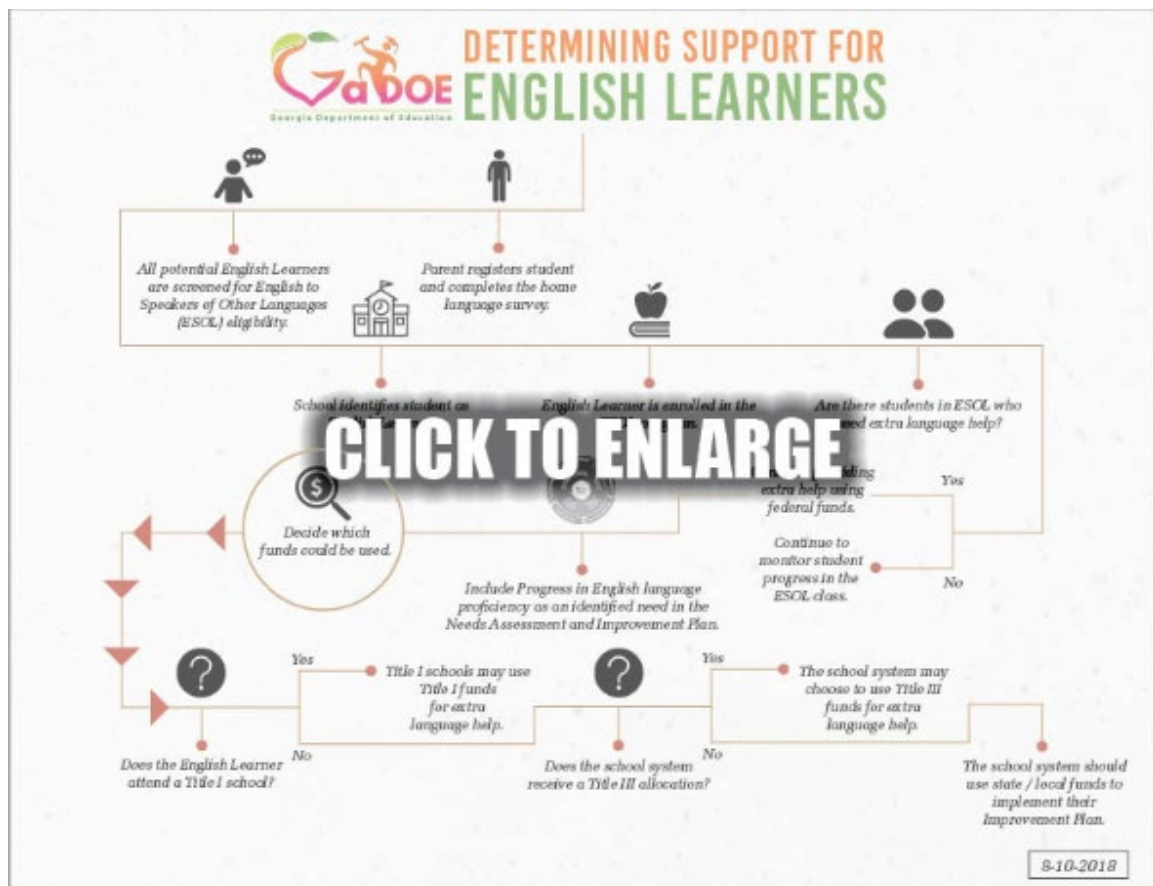


**30 Days**

After the student enrolls in a school in the state, regardless of when the student enrolls during the school year.

# Determining Support for English Learners

## English Learner Programs





# Data Element Required During Registration – NOT part of the HLS!

*In which language would you prefer to receive school communication?*

Required ESEA/ESSA, Title I, Part A



# Now, how do we tell the parents?

- Initial Eligibility Parent Notification Letter
- Continuing Eligibility Parent Notification Letter
- Combined Title I and ESOL Parent Notification (optional)





# Where can I find these parent notification letters?

ESOL Language Program  
website / GADOE  
Guidance / ESOL Form  
Bank

## ESOL Form Bank

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### Home Language Survey Forms

- Home Language Survey - Translated Versions - required form under ESSA
- HLS Addendum
- Multilingual HLS Amendment
- Spanish HLS Addendum
- Sample LEA Title IIIA EL-I Code Use Report

### Parent Notification Forms

- Optional Combined Parent Notification Forms
- Parent Notification of ESOL Services Form - Translated Versions - required OCR form, State version
- Notification of ESOL Services at an Alternate Location Form
- Parental Waiver of Direct ESOL Services - Translated Versions
- Joint DOJ/OCR Release Letters on ELs' Equal Access to Education & Parent Communication - Translated Versions

### EL Exit Procedure Forms

- EL Reclassification Form - *new!*
- Sample Notification of EL Exit Letters (*optional*)

# Title I, Part A Parent Notification for Supplemental Language Services

## English Learner Programs

Title I Parent Notification of Student Eligibility for Supplemental Language Support Services [ENGLISH]

Combined Parent Notification for ESOL and Federal Programs Language Services [ENGLISH]



## Q & A Time – Chat Box Again!

1. Which processes of EL eligibility and parent notification are working well in your school system?
2. Which processes are you still working on to implement in a standardized manner?
3. What concerns do you still have?
4. How can we support you?

# eLearning Courses coming soon to SLDS/PLO platform!

And check out the new info-graphics!

Professional Learning Opportunities (PLO)

1. *EL Entrance Procedures*
2. *EL Exit Procedures*



Legal Obligations



ESOL & Title III, Part A Differences

# See you next month at the Aug 5<sup>th</sup> Munch & Learn!

August 5

**ESOL Delivery Models, ESOL Courses, Scheduling, EL/TPCs – Supporting ELs in distance learning environments; Identifying potential language & learning loss; Did we exit too soon? (Assessment)**

## ***Ensuring Accurate EL & Immigrant Data***

- For ESOL Coordinators, Title IIIA Directors, Data Clerks, Registration Personnel
- Webinars will be recorded & posted
- Submit questions by EOB two days prior, if possible

Register for only one date & time that fits your schedule:

1. **Friday, Aug. 21 @ 1:00 p.m. -**

<https://attendee.gotowebinar.com/register/3905390942579117583>

2. **Monday, Aug. 24 @ 2:00 p.m. (REPEAT)**

<https://attendee.gotowebinar.com/register/2138711052231591183>

EL  
Language  
Programs  
Help Desk



**ESOL Questions & Support**

678-794-3695

Email:

[ELPrograms@doe.k12.ga.us](mailto:ELPrograms@doe.k12.ga.us)

# Title III-A Program Specialists

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