

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)

- I. Monitoring Parent Communication Procedures and Norms
- J. Monitoring State Reporting Quality – Data Collections

- III. Monitoring Implementation of Title IIIA Funded Language Instruction Educational Program (LIEP) Activities

- IV. Monitoring Implementation of Title IIIA Funded EL-Focused Professional Development (PD) Activities

- V. Monitoring Implementation of Title IIIA Funded EL Parent, Family, and Community Outreach (PFCO) Activities

- VI. Monitoring Implementation of Title IIIA Funded Immigrant Program Activities (when applicable)

- VII. Monitoring Effectiveness of Title IIIA-funded Program (LIEP, PD, PFCO) Activities
 - A. Gathering and Analyzing Evidence-Based Research on each Title IIIA Funded Activity, Strategy, and Intervention LIEP, PD. and PFCO)
 - B. Gathering and Analyzing Evidence of Effectiveness in Local Context for each Title IIIA Funded Activity, Strategy, and Intervention (LIEP, PD, PFCO)
 - C. Gathering/Analyzing other Relevant Summative Data
 - 1. ELP Assessment Participation Rates
 - 2. EL Exit Rates (by system and school levels)
 - 3. CCRPI School Accountability Data
 - a) *Content Mastery (EL Subgroup)*
 - b) *Progress Towards English Proficiency*
 - c) *Closing the Gaps (EL Subgroup)*
 - 4. ACCESS SGPs – Percent of Low, Typical, High Growth ELs (by system and school levels)
 - 5. Data on Special EL Populations: SLIFE, LTEL, EL/SWD
 - 6. Optional: Local Data