

GaDOE Federal Programs and Assessment Guidance on Private Schools' Participation in WIDA Assessments July 2021

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 standardize initial and continuing identification of English learners (ELs) and to provide language proficiency data that informs official effectiveness evaluation of program services in SLDS platform.

Process & 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) must consult and may decide to use WIDA's suite of English language proficiency (ELP) assessments for the identification of English learners in private schools.</p>	A year prior to services
<p>2. Consultation Process: Private school officials must determine an estimate* of the number of ACCESS for ELLs assessments that will be needed for the Spring WIDA ACCESS assessment administration (continuing eligibility). This estimate must be communicated to the LEA officials during the consultation process</p>	August - September
<p>3. 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 ACCESS for ELLs assessments (from Action Step #2):</p> <ul style="list-style-type: none"> • 2020-2021 COSTS: <ul style="list-style-type: none"> i. ACCESS for ELLs Kindergarten @ \$27.75 per student ii. ACCESS for ELLs Online and Paper @ \$27.75 per student iii. Alternate ACCESS for ELLs @ \$77.00 per student (increasing to \$141.25 for SY2021-2022 administration) iv. Braille ACCESS for ELLs @ \$187.75 per student v. Additional charge: 3% of total assessment charges, minimum charge \$25, maximum charge \$600 vi. Price changes are subject to WCER. Will be released by GaDOE following SBOE board approval of WIDA MOU. • WIDA Screener Online costs are embedded within the ACCESS costs. <p>*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.</p>	August – October
<p>4. Fiscal Process: Public-school LEA must send the P.O. to WIDA. (Continued on next page)</p> <ul style="list-style-type: none"> • WIDA screening process cannot take place until WIDA receives the P.O. • LEA may request WIDA's W-9 from WCER. • Information for P.O. 	October



<p>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</p> <ul style="list-style-type: none"> The completed Purchase Order can be emailed to wida@datarecognitioncorp.com or faxed to 763-515-9129. 	
<p>5. Consultation Process: Public-school LEA and private school officials determine who will be administering the WIDA Screener and the WIDA assessments.</p>	<p>August - October</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. If not completed by December 1, school will not be eligible for participation in WIDA. 	<p>October – November Completed No later than Dec 1</p>
<p>7. Training Process: GaPSC-certified teachers (onboarded in #6 above) must take the WIDA screening and ACCESS test training within the secure WIDA Portal to be certified to administer the WIDA screener and the ACCESS test.</p> <ul style="list-style-type: none"> Two separate certificates are generated. 80% passing score is required. Annual training for certification is required. LEA STC must maintain documentation on GaPSC certification and WIDA ELP Assessment administration certification. If not completed by December 1, school will not be eligible for participation in WIDA. 	<p>October – November Completed No later than Dec 1</p>
<p>8. Implementation 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; <u>not to be repeated annually</u>. 	<p>Continuous throughout school year</p>
<p>9. Implementation Process: During the state’s WIDA ACCESS testing window (non-negotiable), GaPSC-certified and WIDA-certified teachers must administer the WIDA assessments to all identified EL students as prescribed in WIDA’s test administration protocol.</p> <ul style="list-style-type: none"> GaDOE ACCESS for ELLs website WIDA ACCESS testing is an annual assessment. Students with significant cognitive disabilities are eligible for the ALTERNATE ACCESS, not the regular ACCESS for ELLs. 	<p>Spring</p>

Additional Non-Negotiables:

1. FERPA consistent best practices and adherence to GaPSC Code of Ethics Standard 10.
2. Test administrators' training protocol (in WIDA Secure Portal)
3. Test administration protocols (in WIDA AMS Portal)
4. Test administration: ACCESS testing window (for SY2021-2022: Jan 12 – March 4, 2022)
5. 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.
6. The private school must maintain 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.

- a. LEA's Title III, Part A program officials will 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's Title III, Part A staff and/or private school officials.
- b. LEA's Title III, Part A program officials will communicate the private school's desire to cancel to the LEA's System Testing Coordinator.
- c. LEA's System Testing Coordinator will communicate this information to GaDOE Assessment.
- d. GaDOE Assessment staff will initiate deactivation of WIDA AMS account for that private school.

2. Cancellation Initiated – Other Reasons

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

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

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

- a. LEA's Title III, Part A program officials will communicate the cancellation to the LEA's System Testing Coordinator.
- b. LEA's System Testing Coordinator will communicate this information to GaDOE Assessment.
- c. GaDOE Assessment staff will initiate deactivation of WIDA AMS account for that private school.
- d. Transparency in this process will include copying officials from related offices on this communication.

Coordinating Funds to Support the Purchase of the WIDA Assessments

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

LEAs with 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 ACCESS for ELLs annually.

b. CARES Act Funds (Available through September 30, 2022)

LEAs with private schools currently participating in CARES Act and considering participating in Title III, Part A may, through consultation, use CARES Act equitable services set-aside funds to support the purchase of the WIDA Assessments.

c. 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 will need to work 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 will be fully responsible for payment and will not be reimbursed.

d. **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 have a login/password for the secure WIDA Portal.
- WIDA's eLearning Tile can be found within the secure WIDA Portal.
- Educators must register for WIDA eLearning Self-paced Workshops using the WIDA eLearning Tile.
- Registration and course completion reports can be generated by the LEA for the private school.
- See WIDA flyer and promotional resources on [GaDOE Professional Learning](#) 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

- WIDA's ACCESS for ELLs measures students' development of academic English as defined in WIDA's Continuum of ELD as students' progress towards English proficiency.
- Teachers may use WIDA's resources to teach students academic English for the assessment results to be valid and reliable.
- [WIDA's Standards webpage](#)
- 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.