GaDOE Federal Programs Guidance on using WIDA Resources for the Identification of English learners in Private Schools

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

**Purpose:** Standardization of initial and continuing identification of English learners (ELs) to provide supplemental language instruction services and the annual evaluation of the effectiveness of such services.

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<tr>
<th>Action Steps for Officials from both Entities</th>
<th>Timeframe</th>
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<tr>
<td>1. Private school officials and the public-school LEA Title III Director and System Testing Coordinator (STC) <strong>must consult and may decide</strong> to use WIDA’s suite of English language proficiency (ELP) assessments for the identification of English learners in private schools.</td>
<td>A year prior to services</td>
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<td>2. Private school officials must determine <strong>an estimate</strong> 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 in consultation.</td>
<td>Fall</td>
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<td>3. 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):</td>
<td>Fall</td>
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<td>• <strong>2020-2021 COSTS:</strong></td>
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<tr>
<td>i. ACCESS for ELLs Kindergarten @ $27.75 per student</td>
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<td>ii. ACCESS for ELLs Online and Paper @ $27.75 per student</td>
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<td>iii. Alternate ACCESS for ELLs @ $77.00 per student</td>
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<td>iv. Braille ACCESS for ELLs @ $187.75 per student</td>
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<td>v. Additional charge: 3% of total assessment charges, minimum charge $25, maximum charge $600</td>
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<td>vi. Price changes subject to WCER; prior notification will be provided.</td>
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<td>• WIDA Screener Online costs are embedded within the ACCESS costs.</td>
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*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.
4. Public-school LEA must send the P.O. to WIDA.  
   - 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.  
     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 Purchase Order can be emailed to **wida@datarecognitioncorp.com** or faxed to **763-515-9129**.  

5. Public-school LEA and private school officials determine who will be administering the WIDA Screener and the WIDA assessments.  

6. Test Coordinator must facilitate school and user set-up for the private school.  
   - Set-up the identified test coordinator.  
   - Set-up eligible test administrators (teachers).  
   - Set-up eligible EL students.  

7. GaPSC-certified teachers (set-up 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.  
   - 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.  

8. GaPSC-certified and WIDA-certified teachers screen potential EL students who are new to U.S. schools, including rising Kindergarten students.  
   - 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**.
9. 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.
   - 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.

Additional Non-Negotiables:
2. Test administrators’ training protocol (in WIDA Secure Portal)
3. Test administration protocols (in WIDA AMS Portal)
4. Test administration: ACCESS testing window (for SY2020-2021 = Jan 13 – March 5, 2021)
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.

Coordinating Funds to Support the Purchase of the WIDA Assessments

- 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.

- Private Schools Not Currently Participating in Title III, Part 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.
  - **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.
  - **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.
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 student information private school officials who 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.