

ESOL at a Glance Detailed Requirements

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| <p style="text-align: center;">Identification/Placement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Upon registration, parents complete the HLS. If Affirmative response to any of the 3 questions on the HLS assess students <input type="checkbox"/> Administer the IPT L/S <input type="checkbox"/> Students that score LES or NES are placed in the ESOL Program <input type="checkbox"/> Provide your IMT scores to be entered and open an A23 panel <input type="checkbox"/> Update LC and DEUSS Date on A03 along with Language status and IM status <input type="checkbox"/> After 48 hours, check for updated data on ELlevation <input type="checkbox"/> Generate ELL Plan* with date <input type="checkbox"/> Print and file in ELL Folder <input type="checkbox"/> Send notification of placement* A copy of the letter is filed in ELL Folder <p style="text-align: center;">Section 1 & 2 of ESOL Handbook</p> | <p style="text-align: center;">ELL Folders/ELL Plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initiate a blue ELL Folder for students who qualify for the program <input type="checkbox"/> Complete demographic information and one box per year indicating the required documentation is enclosed <input type="checkbox"/> Complete Programmatic Assessment and Academic Placement Review (back of folder) <input type="checkbox"/> Generate ELL Plans* to demonstrate current services* (current schedule, accommodations, assessment scores, etc.) <input type="checkbox"/> Sign and date the ELL Folder every year <input type="checkbox"/> Use checklist on ELL folder to ensure all required documents are filed <input type="checkbox"/> Refer to handbook for information on replacement folders <input type="checkbox"/> To order folders email esolrequests@browardschools.com <p style="text-align: center;">Section 3 of ESOL Handbook</p> | <p style="text-align: center;">Annual Reviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> Based on student's DEUSS Dates (within 30 days - August 2016 and August 2015) for years 2 and 3 <input type="checkbox"/> Conduct "Me, Myself and I" meetings* on ELlevation <input type="checkbox"/> Generate and print Student Meeting Report* and file in ELL Folder <input type="checkbox"/> IMT is provided updated PLAN Date to enter on A23. PLAN Date is the day of the "meeting" <input type="checkbox"/> After 48 hours, check for updated data on ELlevation <input type="checkbox"/> Generate ELL Plan* with date <input type="checkbox"/> Print and file in ELL Folder <input type="checkbox"/> Send notification of continuation of services* <input type="checkbox"/> File a copy of the letter in the ELL Folder. <p style="text-align: center;">Section 7 of ESOL Handbook</p> | <p style="text-align: center;">REEVALS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Based on student's DEUSS Dates (within 30 days - August 2014, 2013, 2012, etc.) for years 4 and beyond <input type="checkbox"/> Schedule and invite parents to an ELL Committee meeting <input type="checkbox"/> Conduct a meeting* on ELlevation <input type="checkbox"/> Use ACCESS and FSA scores to make determination of continued placement <input type="checkbox"/> Generate, print Student Meeting Report*, all present members sign, and file in ELL Folder <input type="checkbox"/> IMT enters REEVAL date and updates the PLAN Date on A23 to the day of the meeting <input type="checkbox"/> After 48 hours, check for updated data on ELlevation <input type="checkbox"/> Generate ELL Plan* with date <input type="checkbox"/> Print and file in ELL Folder <input type="checkbox"/> Send notification of continuation of services* File a copy in the ELL Folder. <p style="text-align: center;">Section 7 of ESOL Handbook</p> |
| <p style="text-align: center;">Accommodations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provided to LYs on a regular basis (for teacher created tests, chapter tests, as well as statewide assessments) <input type="checkbox"/> Assigned on ELlevation* <input type="checkbox"/> Documented on teacher's lesson plans <input type="checkbox"/> State approved accommodations are: Flexible Scheduling, Assistance in the Heritage Language, Approved Dictionary, Flexible Setting <input type="checkbox"/> Flexible setting requires parent notification <p style="text-align: center;">See section 5 of ESOL Handbook</p> | <p style="text-align: center;">Exit</p> <ul style="list-style-type: none"> <input type="checkbox"/> K-2 (ACCESS level 4 on Reading and Composite) 3-9 (ACCESS level 4 on Reading and Composite + FSA level 3) 10-12 (ACCESS level 4 on Reading and Composite + Graduation req.) <input type="checkbox"/> Provide IMT basis of exit and exit date (6/8/17). Plan and exit date must match <input type="checkbox"/> Generate Parent Notification of EXIT* <input type="checkbox"/> Once data is updated and on ELlevation, print ELL Plan and file in ELL folder <input type="checkbox"/> Students with inconsistent data (i.e., Met FSA and ACCESS Reading but not Composite can be exited via an ELL Committee*) <p style="text-align: center;">Section 6 of the ESOL Handbook</p> | <p style="text-align: center;">Post Exit Monitoring</p> <ul style="list-style-type: none"> <input type="checkbox"/> Monitor LF students for 2 years <input type="checkbox"/> Monitoring is completed at four specified times based on the exit date: 1st report card, End of 1st semester, End of 1st year, and End of 2nd year <input type="checkbox"/> Conduct a "Me, myself and I" meeting* <input type="checkbox"/> Gather information from classroom teacher (grades, progress, etc.) <input type="checkbox"/> File current report card along with a signed and dated Student Meeting Report <p style="text-align: center;">Section 7 of the ESOL Handbook</p> | <p style="text-align: center;">ELlevation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Run Export Wizard reports to identify ELLs on a monthly basis <input type="checkbox"/> Export Wizard reports can be downloaded as an Excel to sort data (Sort by DEUSS date to identify annual reviews and REEVALS) <input type="checkbox"/> Use EXIT center to identify the students who met criteria <input type="checkbox"/> Use Data Dashboard to identify languages represented, number of LYs, and LFs. <p style="text-align: center;">Section 12 of the ESOL Handbook</p> |

*To be completed on ELlevation
CC/VBS:9/26/17