Citrus County Schools ESOL Department

Program Monthly Guide

Month	Assistant Principal for ESOL	Data Secretary

August Survey 5	• Collect ACCESS, FSA Scores, & 4th Quarter Report Cards for all Lys
	  o Send original score report home with students and place a copy in the orange folder
	• Update orange folder with 4th quarter documentation (report cards, compliance reports, etc.) Identify any new enrollments who require screening:
	  o Any student with "Yes" to one of the home language survey questions must be screened within 20 school days of enrollment (see flow chart for district process)
	• Identify LYs with 3+Years **with** ACCESS scores from the previous year in need of Extension of Instruction (EOI) whose DUESS date falls between August and October 1st
	  o In order to extend services, an ELL committee meeting must take place on or 30 days prior to the anniversary (DUESS) date. (Note: The date of the ELL committee meeting is the date of EOI/Re-evaluation)
	  o The committee meting of student with a DEUSS date within the first two weeks of school must occur by October 1
	• Identify LYs with 3+ Years with **NO** ACCESS score from the previous year in need of EOI whose DUESS date falls between August and October 1st
	  o LYs with 3+Years with **NO** ACCESS score **must** be administered the WIDA Screener on or 30 days prior to their anniversary (DUESS) date in order to extend services
	  o Hold an ELL Committee meeting and Exit students who pass the WIDA Screener or who qualify for exit based on ELL Committee decision
	• Determine which ELLs are ready for exit (LY to LF) based on previous years' ACCESS scores (NO committee meeting necessary)
	• Determine which ELLs are ready for status change (LF to LZ)
	• Determine if any LF students are in need of reclassification
	• Schedule ELL committee meetings to update student plans
	  o LY plans must be completed by Oct. 1
	  o LY4+Years must be completed on or 30 days prior to DUESS date
	• Update teacher compliance of ESOL hours report and Follow-up with teachers who need more hours and teachers new to the building
	• Determine which ELLs (if any) need Rosetta Stone access email Furniss/Swiggett
	• Distribute digital devices for student use as needed
	• Verify ELD standards are documented in lesson plans
		• Add New LY Records
		• Enter LYs Previous Year's ACCESS Scores
		• Update any status change LY to LF, LF to LY, or LF to LZ
		• Update Student Plan date in Skyward
		• Exit Dates
		  o LYs and LYs 3+Years with passing **ACCESS Scores** – use Last day of the previous school year
		  o LYs 4+Years with passing **WIDA Screener Scores** – use ELL Plan Date.
		• Check Extension of Instruction box in LYs with 4+ Years record
		• Run current list of immigrant students for ESOL coordinator for survey

September	• Continue LY 3+Years ELL EOI meetings/screenings as mandated • Review current immigrant student roster and update status for survey	• Add New LY Records • Update any status change LY to LF, LF to LY, or LF to LZ

	• Complete Internal Audit with District ESOL Coordinator by the end of the 1st Quarter • Verify ELD standards are documented in lesson plans	• Update status of immigrant students per review of school contact

October Survey 2	• Submit required compliance documentation to ESOL office
	  o ESOL School Report Roster for LY and LF students
	  o Teacher Compliance Report for each LY student
	  o Teacher Compliance of ESOL Hours Excel Report
	• Place 1st quarter report card for LYs and LFs in cum folder
	• Monitor use of Rosetta Stone; meet with students as necessary to discuss use of program. Contact Furniss/Swiggett if you need assistance
	• Determine if any LF students are in need of reclassification
	• Continue LY 3+Years ELL EOI meetings/screenings as mandated
	• Verify ELD standards are documented in lesson plans
		• Make Corrections/edits as directed by IS. Refer to ELL Data Entry guide for specifics regarding entering data.
		• Update current student data as directed by AP to maintain accurate ESOL records in Skyward
		  o Add New LY Records
		  o Update any status change LY to LF, LF to LY, or LF to LZ

November	• Complete follow-up internal audit with district ESOL program specialist to review findings/issues.
	• Determine test administrators for Spring ACCESS for ELLs 2.0 and submit names to Furniss/Swiggett
	• Determine if any LF students are in need of reclassification
	• Continue LY 3+Years ELL EOI meetings/screenings as mandated
	• Verify ELD standards are documented in lesson plans
		• Update current student data as directed by AP to maintain accurate ESOL records in Skyward
		  o Add New LY Records
		  o Update any status change LY to LF, LF to LY, or LF to LZ

December	• Determine dictionary needs for assessments. Send request to the **Research & Accountability Department**.
	• Determine if any LF students are in need of reclassification
	• Continue LY 3+Years ELL EOI meetings/screenings as mandated
	• Verify ELD standards are documented in lesson plans
		• Update current student data as directed by AP to maintain accurate ESOL records in Skyward
		  o Add New LY Records
		  o Update any status change LY to LF, LF to LY, or LF to LZ

January Survey 7	• Attend ACCESS for ELLs 2.0 training – All APs, test coordinators, and designees
	• ACCESS for ELLs 2.0 Testing
	• Update ELL Roster if courses or teachers have changed (6-12 only). Submit to Furniss/Swiggett
	• Schedule ELL committee meetings to update student plans for all LYs with schedule changes
	• Submit required compliance documentation to ESOL office
	  o ESOL School Report Roster for LY and LF students
	  o Teacher compliance report for each LY student
	  o Teacher compliance of ESOL hours Excel Report
	• Collect 2nd Quarter report card for LY and LF students and place in Orange Folder
	• Review use of and efficacy of Rosetta Stone with ELLs. See reports within Rosetta Stone program. Contact Furniss/Swiggett
		• Update current student data as directed by AP to maintain accurate ESOL records in Skyward
		  o Add New LY Records
		  o Update any status change LY to LF, LF to LY, or LF to LZ

Month	Tasks	Data Entry
	• Determine if any LF students are in need of reclassification • Continue LY 3+Years ELL EOI meetings/screenings as mandated • Verify ELD standards are documented in lesson plans	

February Survey 3	• Review immigrant roster
	• Determine ACCESS for ELLs 2.0 testing schedule for LYs at your school
	• ACCESS for ELLs 2.0 Testing
	• Determine if any LF students are in need of reclassification
	• Continue LY 3+Years ELL EOI meetings/screenings as mandated
	• Verify ELD standards are documented in lesson plans
		• Update immigrant roster
		• Update current student data as directed by AP to maintain accurate ESOL records in Skyward
		  o Add New LY Records
		  o Update any status change LY to LF, LF to LY, or LF to LZ

March	• Determine accommodations for state testing
	• ACCESS for ELLs 2.0 Testing
	• Complete ESY eligibility forms for active LYs in K-5
	• Submit required compliance documentation to ESOL office
	  o ESOL School Report Roster for LY and LF students
	  o Teacher compliance report for each LY student
	  o Teacher compliance of ESOL hours Excel Report
	• Collect 3rd Quarter report card for LY and LF students and place in Orange Folder
	• Monitor use of Rosetta Stone; meet with students as necessary to discuss use of program. Contact Furniss/Swiggett if you need assistance
	• Determine if any LF students are in need of reclassification
	• Continue LY 3+Years ELL EOI meetings/screenings
	• Verify ELD standards are documented in lesson plans
		• Update current student data as directed by AP to maintain accurate ESOL records in Skyward
		  o Add New LY Records
		  o Update any status change LY to LF, LF to LY, or LF to LZ

April	• Complete ESY eligibility forms for active LYs in K-5
	• Advertise ESOL Parent Leadership Council meeting to ELL families
	• Determine if any LF students are in need of reclassification
	• Continue LY 3+Years ELL EOI meetings/screenings as mandated
	• Verify ELD standards are documented in lesson plans
		• Update current student data as directed by AP to maintain accurate ESOL records in Skyward
		  o Add New LY Records
		  o Update any status change LY to LF, LF to LY, or LF to LZ

May	• Meet with ESOL team for program transition process
	• Check-in digital devices.
	• Submit required compliance documentation to ESOL office
	  o ESOL School Report Roster for LY and LF students
	  o Teacher compliance report for each LY student
	  o Teacher compliance of ESOL hours Excel Report
	• Collect 4th Quarter report card for LY and LF students and place in Orange Folder
	• Collect and enter ACCESS for ELLs 2.0 results
		• Add ACCESS for ELLs 2.0 scores to ELL test panel and mark as "other" or "exit" per the Data Entry Guide