



## Citrus County School ESOL Department

### Flow Chart for ESOL Processes and Documentation

**Step 1: Check student enrollments**

If the student registration form contains a positive response to any 1 of the 3 questions in the Home Language Survey, generate an orange folder & orange folder checklist for that student. Place a copy of the registration form in the orange folder. Data Secretaries enter the student into Skyward with an “LP” designation.

**LANGUAGE SURVEY**

Does this student have a first language other than English?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Other language: _____
Does this student most frequently speak a language other than English?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Other language: _____
Is a language other than English used at home by the adults?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Other language: _____
Date your child first entered a U.S. school: _____		

**Step 2: Administer the Eligibility Assessment**

By law, the eligibility assessment must be administered within 20 school days of registration.

**Exceptions:**

- PreK students are tested upon entering kindergarten
- Students transferring with active ELL records have no interruption of ESOL services. Proceed with scheduling an ELL Committee to update the ELL Student Plan.
- If a student transfers from a school in Florida and did not qualify for services at the previous school, the student does not need to be given the eligibility assessment.

**Step 3: Parent Notification of Eligibility or Ineligibility**

<u>Eligible for ESOL Services</u>	<u>Ineligible for ESOL Services</u>
<p><b>Student does not score proficient:</b>  <b>W-APT</b> (below 27)  <b>WIDA Screener</b> (below 4.0 overall and below 4.0 in reading domain)</p>	<p><b>Student scored proficient:</b>  <b>W-APT</b> (27 or higher)  <b>WIDA Screener</b> (4.0 overall and at least 4.0 in reading domain)</p>
<p>If the student does not score proficiently on the W-APT or WIDA Screener, he/she qualifies for ESOL services.</p> <ul style="list-style-type: none"> <li>● Send home the <b>“Parent Notification of Initial or Continued Placement in ESOL”</b>.               <ul style="list-style-type: none"> <li>○ You may need to translate this form into the student’s home language.</li> </ul> </li> <li>● Send home the “Parent Invitation to the ELL Committee”. The parent is encouraged to participate in developing the student’s ELL Plan, however, you do not have to delay the meeting if the parent cannot attend. Include a copy of the invitation in the orange folder. If the parent cannot attend, document that the results of the ELL committee meeting were shared with the parent/guardian.</li> </ul>	<p>If the student scores proficiently on the W-APT or WIDA Screener, he/she does not qualify (DNQ) for ESOL services.</p> <ul style="list-style-type: none"> <li>● Send home the “Parent Notification of Ineligibility for ESOL Services” form &amp; keep a copy in the orange folder.               <ul style="list-style-type: none"> <li>○ Write DNQ on the orange folder.</li> </ul> </li> <li>● Enter screener score into the ELL record in Skyward as “other.” Change the “LP” designation in Skyward to “ZZ”</li> </ul>



## Citrus County School ESOL Department

### Step 4

Teacher Notification of ELL Student Placement/ Parent Out of Field Notification (if applicable)	Orange Folder Documentation of Ineligibility
<ul style="list-style-type: none"> <li>The “Teacher Notification” form should be given to teachers of an active ELL to document their compliance status.</li> <li>If the ELA teacher is non-compliant due to lack of ESOL hours, parent(s) must be notified using the “Parent Notification of Out of Field Assignment” form. Other subject area teachers that have not met the requirement for hours do not count as “out of field” and do not require parent notification.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of Registration Form with HLS questions</li> <li>Original W-APT or WIDA Screener with Results</li> <li>Copy of “Parent Notification of Ineligibility for ESOL Services”</li> </ul>

*Steps 5-9 apply to ELLIGIBLE students only*

### **Step 5: ELL Committee Notes / ELL Student Plan Development**

- A minimum of 3 employees must participate in all ELL committee meetings, including an administrator, and the classroom teacher(s), along with an interventionist, guidance counselor, curriculum specialist, or staff member who interacts with the student.
- When meeting to develop or update an ELL Student Plan, include all pertinent documentation, data, and observations as specified on the ELL Student Plan.
- The ELL Student Plan MUST be dated and reflect the instructional strategies and supports that are being offered to the ELL student.
- So long as the student is an active LY in the program, his/her ELL Plan must be updated prior to the Oct. survey, annually depending on when it was developed, or whenever changes are made to a student’s schedule or academic progress.
- The Plan must notify the parent(s) of testing accommodations offered to ELLs.

### **Step 6: Review Student Schedule & Complete Teacher Compliance Report**

Attach the student’s schedule in the file and complete the “Teacher Compliance Report” to verify which teachers in the ELL’s schedule are in compliance with ESOL hours/endorsement/certification or out of compliance/ out of field(ELA teacher only).

### **Step 7: Monitor ELL Students Quarterly.**

Include quarterly progress monitoring data in the orange folder (i.e. report card, assessments results, classroom observations) and update compliance documentation quarterly (as needed).

Submit compliance documentation quarterly (i.e. teacher compliance report, teacher compliance hours spreadsheet, and school roster report to district ESOL program specialists for self-monitoring).

- Teacher Compliance Report- (1 per student)- documents school’s compliance with Consent Decree requirements that ELLs are serviced by highly qualified teachers
- Teacher Compliance Hours Spreadsheet- tracks all staff members progress toward completion of ESOL training requirements (Category 1 (300 hrs), Category 2 (60 hrs), Category 3 (18 hours))
- School roster report is a list of all ESOL students enrolled at your school site. This report is correlated with the FTE report filed with the Department of Education.



## Citrus County School ESOL Department

Students may continue receiving ESOL services indefinitely, but FTE funding for those services ends after year six. Even if a student is exited from the ESOL program, progress monitoring continues for at least two years.

### **Step 8: Exit Process**

- Once you verify that the student meets the exit criteria per F.A.C. 6A-6.0903, complete the Exit Form & send home "Parent Notification of Exit from ESOL".
- Ensure that student's Skyward profile is changed from LY to LF.
- In the rare case that you want to exit by ELL Committee, contact district ESOL program specialists to discuss the process and verify required documentation.

### **Step 9: Exit-Post Exit Monitoring- Reclassification**

- An exited student must be monitored for a 2-year follow-up.
- Student progress should be documented on the "Post Exit Monitoring form" and indicate results from report card grades, assessment data (i.e. FastBridge, district formatives, Successmaker).
- After a successful 2-year monitoring period, verify that the student's status is changed in Skyward from LF to LZ.