



ESOL Compliance Task Calendar Guide

Done ✓	Tasks to be Completed in August/September
Exit Procedures (Using English Language Proficiency Assessment/FSA)	
	Complete exit procedures for students who met exit criteria based on CELLA/STATE TEST (FSA) during the first two weeks of new school year. Use the last day of school as the EXIT date.
	Enter exit data on LEP Indicator page on SMS: LF code, exit date and basis of exit code H, I, J, or L as applicable and update schedule page (FTE 130 code to be removed).
Registration, Testing & Placement Procedures	
	Update Testing log as students enroll.
	Verify Needs to be Tested list on SMS reports on a weekly basis to see who needs to be tested.
	Ensure that registrar has entered data on Demographic page to include the Immigration Status and Date Entered US school - DEUSS.
This information is to be completed by the registrar (or individual(s) in charge of registrations). All documents and necessary copies are given to the CT as a packet to create ELL folder.	<p>Check the answers on the Home Language Survey (HLS):</p> <ul style="list-style-type: none"> ○ If the parent responds “Yes” to question #1 (YNN) <ul style="list-style-type: none"> ▪ Check SMS to determine if the student previously attended (OCPS) and indicate the student’s language code on the Programmatic Assessment Questionnaire. ▪ If the student is transferring from an OCPS school and is already LY, TN, LF or LZ in SMS only complete the Programmatic Assessment Questionnaire. ▪ If the student is new to OCPS or returning (6 months or more) and is LY on SMS add to the <u>needs to be tested log</u>. ▪ If the student is new to OCPS parent signs and receives a copy of the Parent Rights Letter and the Programmatic Assessment Questionnaire is completed. ▪ All documents are provided to the school Compliance Teacher. ○ If the parent responds “Yes” to question #2 or #3 (YYN, YNY, NYN, NNY) <ul style="list-style-type: none"> ▪ Check SMS to determine if the student previously attended (OCPS) and indicate the student’s language code on the Programmatic Assessment Questionnaire. ▪ If the student is transferring from an OCPS school and is already LY, TN, LF or LZ in SMS only complete the Programmatic Assessment Questionnaire. ▪ If the student is new to OCPS or returning (6 months or more) and is LY on SMS add to the <u>needs to be tested log</u>. ▪ If the student is new to OCPS they are temporarily <u>placed in an ELL program receiving services</u> pending testing. ▪ Parent signs and receives a copy of the Parent Rights Letter and the Programmatic Assessment Questionnaire is completed. ▪ All documents are provided to the school Compliance Teacher.
	Administer IPT test to new students. Please do not wait for your Program Assistant if the student will have been enrolled for 20 or more days by the time they are scheduled for your school AND/OR if you have a high number of students pending for initial assessment.
	If the student qualifies for ESOL services through the IPT and they were temporarily placed, complete necessary paperwork (Notification of Eligibility, Parental Choice Letter, Data Elements Form and IPT Score Report) and ensure that information is entered in SMS (LEP Indicators Screen) and that 130’s and Instructional Models are added to student’s schedule (ELL Plan).



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	<p>If the students that were temporarily placed DO NOT qualify for ESOL services based on IPT results they would be coded TN if tested within the 20 days and LF if tested after. Pre-K students tested during the summer are also coded TN but if tested once they enter Kindergarten they will become LF.</p>
	<p>If the student qualifies for ESOL services through the IPT and they were students that answered YNN on the HLS, hold an ELL meeting for placement to ensure ESOL services are needed for the student. If the committee agrees that the student needs ESOL services. Complete necessary paperwork (Notification of Eligibility, Parental Choice Letter, Data Elements Form and IPT Score Report) and ensure that information is entered in SMS (LEP Indicators Screen) and that 130's and Instructional Models are added to student's schedule (ELL Plan).</p> <p>If the committee decides that the student DOES NOT benefit from ESOL services the student may be coded TN if the meeting was held within 20 school days of the student's entry date. After the 20 days the student must be coded LF.</p>
	<p>New CCT's must contact District Program Assistant to get training for administering IPT. Make sure all testing materials are stored in a secure place on site. Complete an inventory of consumable materials.</p>
	<p>Complete and send home Notification Eligibility/Annual Placement form for all current LY students that are roll overs from previous school year. Always run a list of students during the first week of school to have an accurate list of LY students that are rolling over. This form is filed in the ELL yellow folder.</p>
Data Entry	
	<p>Update plan date for LY students on the LEP Indicator page to be the first day of attendance in school of the current school year.</p>
	<p>Pre-K students that are tested in Kindergarten and DO NOT qualify will be coded LF and monitored for two years. Any other student that was tested within the 20 days and does not qualify, will be coded TN.</p>
	<p>New students who DO NOT qualify for ESOL services will be coded TN regardless of the number of Y on the HLS except for the Kindergarten students described above. If students are tested or an ELL meeting is held after the 20 days they MUST be coded LF and monitored for 2 years.</p>
	<p>Ensure that all LY student schedules have 130 codes and Instructional Models.</p>
	<p>Students that have 12 FTE counts CANNOT have 130 codes. We CANNOT claim FTE for these students.</p>
	<p>Student DEUSS information MUST be entered in SMS.</p>
Extension of Instruction (EOI) for LY3+ years	
	<p>Using English Language Proficiency Assessment/FSA - Identify students who have been in a US school for more than three years (LY 3+ years) whose DEUSS date falls between August and October 1st. The DEUSS is found on the Demographics/Federal info page on SMS. Extension of services/Re-evaluations are based on the DEUSS.</p>
	<p>In order to extend services an ELL committee meeting must take place on or 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. * Student's whose DEUSS date is within the 1st two weeks of school have until October 1st to hold EOI meetings.*</p>
	<p>Check Extension of Instruction box on LEP Indicators page.</p>
	<p>Complete necessary forms</p>
	<p>Identify LY3+ students who have been in a US school for more than three years (LY 3+ years) whose DEUSS date falls between August and October 1st who were in the district but DID NOT take <u>English Language Proficiency Assessment</u>. IPT must be administered to these students on or 30 days prior to their anniversary date. In order to extend services an ELL committee meeting must take place on or 30</p>



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	days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. This information is entered in the LEP indicator screen.
	<p>Using IPT - Identify students who have been in a US school for more than three years (LY 3+ years) whose DEUSS date falls after October 1st. In order to extend services an ELL committee meeting must take place on or 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. This information is entered in the LEP indicator screen.</p> <p>Exit the students who pass the Reading/Writing portion of the IPT or qualify for exit based on ELL Committee decision. Remove 130 funding codes and Instructional Models codes from student's schedule. In order to exit an ELL committee meeting must convene.</p>
Multilingual Parent Leadership Council-MPLC	
	Select MPLC Chair and Co-Chair.
	Keep copies of invitation, agenda, meeting notes and attendance.
	Send copies of documentation to MSES department. File MPLC documentation in your binder.
	Ensure that four MPLC meetings are scheduled for the academic year.
	Develop MPLC Binder and update yearly.
Done √	Tasks to be Completed in October
FTE	
	Verify that all LY students with less than six years (less than 12 FTE counts) have a 130 FTE funding and Instructional Model codes entered in their schedules: Select 130 for Funding Program Number. Select instructional model codes: E, S, I, C, O, T as applicable. For LY6+ use Basic Funding codes: 101, 102 or 103, as applicable and keep Instructional Models code.
	Print students' schedules to include minutes per week and Instructional Models codes. Use Student Access in EDW. (Print schedules within FTE week and before date certain). File on left side of the <u>ELL yellow folder</u> .
	Check Certify on a daily basis for ELL errors. Correct errors before FTE window closes.
	Identify LF students whose monitoring D period will end before or within Survey 2 deadline. Update Monitor D and change code to LZ.
	After FTE week, check SRS for ELL FTE errors. Make corrections on SMS and SRS unless instructed otherwise.
	Remove all funding codes for students who have exited the ESOL program.
Registration, Testing & Placement Procedures - continues throughout the year.	
	Continue to monitor registration procedures for new students, including the required forms and data entry.
	Continue verifying Need to be Tested list on SMS reports and update testing log.
	Continue administering eligibility test (IPT) as needed.
Extension of Instruction (EOI)	
	Identify LY3+ students whose DEUSS date is in November.
	Administer the IPT to these students for extension of instruction/reevaluation on or 30 days prior to their anniversary date. In order to extend services an ELL committee meeting must take place on or 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. This information is entered in the LEP indicator screen.



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	Exit the students who pass the Reading/Writing portion of the IPT or qualify for exit based on ELL Committee decision. Remove 130 funding codes and Instructional Models codes from student's schedule. In order to exit an ELL committee meeting must convene.
	Complete necessary forms
Monitoring LF students	
	Check grades and test scores for students who are due to be monitored according to their monitoring schedule.
	Schedule an ELL Committee Meeting for students showing unsatisfactory progress.
	Complete monitoring form A – D (based on monitoring needed), attach report card and file in the ELL folder.
	Enter monitoring information on LEP Indicator page. Go to Actions, Enter Post-reclassification to include period, date and status.
	Academic Needs Improvement (ANI) - ANI meetings and complete ELL Committee forms.

Done √	Tasks to be Completed in November/December
Registration, Testing & Placement Procedures - continues throughout the year.	
	Continue to monitor registration procedures for new students, including the required forms and data entry.
	Continue verifying Need to be Tested list on SMS reports and update testing log.
	Continue administering eligibility test (IPT) as needed.
Extension of Instruction (EOI)	
	Identify LY3+ students whose DEUSS date is in December/ January. Administer the IPT to these students for extension of instruction/reevaluation on or 30 days prior to their anniversary date. In order to extend services an ELL committee meeting must take place on or 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. This information is entered in the LEP indicator screen.
	Exit students who pass the R/W IPT or qualify for exit based on ELL Committee decision. Remove 130 funding code and Instructional Models codes from student's schedule. In order to exit an ELL committee meeting must convene.
	Complete necessary forms
Multilingual Parent Leadership Council-MPLC	
	Plan and hold second MPLC meeting.
	Keep copies of invitation, agenda, meeting notes and attendance.
	Send copies of documentation to MSES department. File MPLC documentation in your binder.
	Academic Need Improvement (ANI) - Conduct ANI meetings, complete ELL Committee forms.
	LF Monitoring - Monitor at the end of marking period. Complete monitoring form and enter data in SMS. Follow monitoring procedures.



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Done √	Tasks to be Completed in January
Registration, Testing & Placement Procedures - continues throughout the year.	
	Continue to monitor registration procedures for new students, including the required forms and data entry.
	Continue verifying Need to be Tested list on SMS reports and update testing log.
	Continue administering eligibility test (IPT) as needed.
Extension of Instruction (EOI)	
	Identify LY3+ students whose DEUSS date is in February. Administer the IPT to these students for extension of instruction/reevaluation on or 30 days prior to their anniversary date. In order to extend services an ELL committee meeting must take place on or 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. This information is entered in the LEP indicator screen.
	Exit students who pass the Reading/Writing or qualify for exit based on ELL Committee decision. Remove 130 funding code from student's schedule. In order to exit an ELL committee meeting must convene.
	Complete necessary forms
	Academic Need Improvement (ANI) - Conduct ANI meetings, complete ELL Committee forms.
	English Language Proficiency Assessment -Develop a plan for testing.
	LF Monitoring - Monitor at the end of marking period. Complete monitoring form and enter data in SMS. Follow monitoring procedures.

Done √	Tasks to be Completed in February/March
Registration, Testing & Placement Procedures - continues throughout the year.	
	Continue to monitor registration procedures for new students, including the required forms and data entry.
	Continue verifying Need to be Tested list on SMS reports and update testing log.
	Continue administering eligibility test (IPT) as needed.
Extension of Instruction (EOI)	
	Identify LY3+ students whose DEUSS date is in March and April. Administer the IPT to these students for extension of instruction/reevaluation on or 30 days prior to their anniversary date. In order to extend services an ELL committee meeting must take place on or 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. This information is entered in the LEP indicator screen.
	Exit students who pass the Reading/Writing or qualify for exit based on ELL Committee decision. Remove 130 funding code from student's schedule. In order to exit an ELL committee meeting must convene.
	Complete necessary forms
	FTE - Verify that LY students' schedules have 130 FTE Funding and Instructional Models codes. (Print schedules within FTE week and before date certain) Follow same process as in October FTE



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	English Language Proficiency Assessment - Begin testing
	Retention - Identify students that may be considered for retention. Check that ANI meetings were held for these students. Determine third graders who qualify for Good Cause Exemption based on DEUSS.
	LF Monitoring - Monitor at the end of marking period. Complete monitoring form and enter data in SMS. Follow monitoring procedures.
Multilingual Parent Leadership Council-MPLC:	
	Plan and hold third and fourth MPLC meetings before the end of the school year.
	Send copies of documentation to MSES department. File MPLC documentation in your binder.

Done √	Tasks to be Completed in April
Registration, Testing & Placement Procedures - continues throughout the year.	
	Continue to monitor registration procedures for new students, including the required forms and data entry.
	Continue verifying Needs to be Tested list on SMS reports and update testing log.
	Continue administering eligibility tests, as needed.
	FSA - Prepare for FSA testing. Make sure bilingual (heritage word-to-word) dictionaries are available for LY students as well as other accommodations.
	Retention - Schedule/hold retention meetings as per DCS in elementary schools.
Extension of Instruction (EOI)	
	Identify LY3+ students whose DEUSS date is in May. Administer the IPT to these students for extension of instruction/reevaluation on or 30 days prior to their anniversary date. In order to extend services an ELL committee meeting must take place on or 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. This information is entered in the LEP indicator screen.
	Exit students who pass the Reading/Writing or qualify for exit based on ELL Committee decision. Remove 130 funding code from student's schedule. In order to exit an ELL committee meeting must convene.
	Complete necessary forms

Done √	Tasks to be Completed in May/June
Registration, Testing & Placement Procedures - continues throughout the year.	
	Continue registration procedures for new students, including the required forms and data entry.
	Continue verifying Needs to be Tested list on SMS reports and update testing log.
	Continue administering eligibility IPT testing as needed.
	Retention - Continue to schedule/hold retention meetings as per DCS in elementary schools.
	Pre-K Students - Administer IPT to students in Pre-K as of May 1 st .
	Exit Criteria - Review English Language Proficiency Assessment/FSA scores to identify students who meet exit criteria as they become available.
	Exit students who met exit criteria. Send home Notification of Extension/Exit .
	Enter exit data on LEP Indicator page on SMS: LF code, Exit date and Basis of exit code: H (K-2), I (3-9) or J (10-12), as applicable. Use the last day of school as the EXIT date.



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	Check for students that will need extension of services/re-evaluation based on DEUSS.
	LF Monitoring- Monitor at the end of marking period. Complete monitoring form and enter data in SMS.

Done √	Tasks to be Completed in Summer/Pre-Planning
Registration, Testing & Placement Procedures - continues throughout the year.	
	Meet with registrar to make sure summer testing log is to be maintained.
	Registrar is to make summer appointments for Program Assistants to administer the IPT to Kindergarten students.
	Continue to review English Language Proficiency Assessment/FSA scores and identify students who meet criteria for EXIT.
	Continue to exit students who met exit criteria. Send home Notification of Extension/Exit . Complete Exit documents and update ELL Folders
	Enter exit data on LEP Indicator page on SMS: LF code, Exit date and Basis of exit code: H (K-2), I (3-9) or J (10-12), as applicable. Use the last day of school as the EXIT date.
	Check for students that will need extension of services/re-evaluation based on DEUSS.

Curriculum Support: (To be offered throughout the school year)	
	Identify ELL students who were retained the previous school year. Instruction needs to be differentiated to ensure their academic success.
	Provide Professional Development for teachers on: SIOP Strategies, etc. Using data from the state English Language Proficiency Assessment for instruction Grading ELLs Accommodations versus Modifications ...and others based on school needs
	Assist teachers with the implementation of ESOL strategies to be used with their ELL students.
	Encourage teachers to participate in Professional Development (PD) that are offered by the MSES instructional coaches. These can be found on Sign Me Up.
	Recommend that teachers keep a portfolio for ELL students, especially for third graders and those who are non-English speakers.
	Ensure students in grades 3-12 have an approved heritage (word-to-word) dictionary available in the classroom. Students MUST learn how to use the dictionary for FSA.
	Ongoing ELL Committee Meetings as needed
Academic Needs Identification (ANI):	
	Identify ELL students who are not making adequate academic progress.
	Identify students who are not newcomers who scored below the 50 th percentile on FSA ELA.
	Conduct ANI meetings, complete <i>ALL ELL Committee</i> forms and include documentation of interventions to be implemented. Recommend to MTSS if needed.