

**Miami-Dade County Public Schools
Department of Bilingual Education and World Languages
Administrators' Timeline for ESOL Compliance**

2017 – 2018

Dates	To be completed
From August to October FTE	<ul style="list-style-type: none"> • Review Weekly Briefing #21599 “<i>Opening of School ESOL Program Procedures</i>” • All new students must be tested within 10 days of entry into M-DCPS. • Current ESOL students tested with Spring 2017 ACCESS for ELLs 2.0 should not be re-tested unless there are <u><i>inconsistent test data results</i></u> indicating the student passed FSA ELA or met reading graduation requirements, and did not score proficient on the Spring 2017 ACCESS for ELLs 2.0. These students should be administered the Online CELLA and ELL Committee meeting convened to review the most appropriate instructional setting, including recommending exiting refer to WB#21764. • ESOL students not tested for ESOL level update during the Spring 2017 ACCESS for ELLs 2.0 <u><i>must be tested with the Online CELLA</i></u> in August and ESOL level updated on the J screen. If student scores same ESOL level, the ESOL level must be re-entered on the J screen to reflect updated ESOL assessment result. • ESOL students that entered the school district during the spring 2017, who did not take the Spring 2017 ACCESS for ELLs 2.0, but were given their initial assessment using the Online CELLA <u><i>do not</i></u> need to be re-tested as their initial assessment level is valid. • For ELLs who exited at the end of the school year, based on the Spring 2017 ACCESS for ELLs 2.0 and/or FSA ELA/graduation requirements, ensure appropriate schedule changes were done. • All ELL Plans and related documents for students in attendance must be completed and printed prior to October FTE. Please refer to WB# 21599 <i>Opening of Schools Procedures</i>. • 3 Years or More Anniversary ELL Committee meetings for students with DEUSS dates of August and September must be completed each year by October 1. <u><i>EXCEPTION only for 2017-2018 approved by FLDOE extends this date to October 13, 2017 for districts affected by Hurricane Irma.</i></u> ELL Committee meetings must use spring 2017 assessments results to recommend most appropriate instructional setting. • 3 Years or More ELL Committee meetings must be timely to the anniversary date (within 30 days of the anniversary DEUSS). • 3 More Years in ESOL student lists may be found on ELLEVATION which offers an up-to-date, daily feed. In addition, Control-D reports are available by the first week of every month. Timely action is required to ensure ELL Committee meetings are held. • ELLs who meet criteria to exit the ESOL program must be exited and schedule changed as soon as possible. ALL schedule changes and exit information must be entered on the J screen, and ELL Committees convened if appropriate, prior to the October FTE. • Error Report of ELLs with a “Y” on the HLS and no assessment date must be reviewed and prompt action taken to correct.
From October FTE to February FTE	<ul style="list-style-type: none"> • ELL Committee meetings must be convened prior to February FTE. • All students who meet exit criteria (including ELLs with DEUSS in February) must be exited at the end of the grading period (January 22, 2018) or prior to February FTE. Do not exit students prior to the end of the grading period as this will impact the first Post-Program Review date.

Dates	To be completed
	<ul style="list-style-type: none"> • Ensure that all ESOL level updates and new ESOL student information is reflected on J screen, coded appropriately, in DSIS <u>prior to February FTE</u> to ensure accurate DECO ELL counts are reported FLDOE for Survey 3 which impacts Title III funding. • Post Program Reviews must be completed for former ELLs as appropriate. • Elementary: Monitor progress of ELLs with two years or more in the ESOL program and are not making adequate progress for RtI. • Review weekly briefing on retention procedures for ELLs in grades K-2 with two years or less in the ESOL program. • Procedures must be followed to ensure that all ELLs in attendance are tested with the Spring 2018 ACCESS for ELLs 2.0 for ESOL level update.
From February FTE to June	<ul style="list-style-type: none"> • Post Program Reviews must be completed for former ELLs at the end of the grading period and end of the school year. • Monitor and document progress of ELLs in grades K-2 with two years or less in the ESOL program and are not making adequate progress for possible retention. Final ELL Committee meeting for retention must be conducted and documented in ELLEVATION.
End of the Year Procedures	<ul style="list-style-type: none"> • All ELLs in attendance must have a completed ELL Plan. • Post Program Reviews must be completed for former ELLs at the end of the grading period (end of the school year). • Review weekly briefing with End of Year Procedures and Guidelines. • All ESOL Program Records folders must be filed in CUM to ensure that they go to receiving schools.
<p>Testing of newly arrived students take place throughout the year upon entry and upon re-entry:</p> <ul style="list-style-type: none"> • No testing is required if the student was in another school district in Florida and had participated in the Spring 2017 ACCESS for ELLs 2.0 in the previous school district. • Testing is required for students who transfer from another WIDA state or any other state in the U.S. • No testing is required if the student participated in the Spring 2017 ACCESS for ELLs 2.0 in M-DCPS, left Miami-Dade and returns. The results of the Spring 2017 ACCESS for ELLs 2.0 are valid for an academic school year. • <u>“New” students who have never attended school in M-DCPS</u>, exited the ESOL program in another school district, and parents answered “YES” to one of the questions on the HLS, do not need to be tested. Previous school records must reflect exit information. If not readily available, school must contact previous school. The student is entered as LEP/N. If records are not readily available, then the student must be assessed. • Contact the Bilingual District Supervisor for your Region if a student previously attended M-DCPS, exited the the ESOL program in another school district and returns to M-DCPS and has assessment information. 	
Control D Reports:	
<p>Post Program Review</p> <ul style="list-style-type: none"> • Product # T0511P66-01-Elementary & Secondary <p>Decline in Element (Secondary)</p> <ul style="list-style-type: none"> • Product # T32004302- (Periods 1&2) • Product # T32004301- (Periods 2&3) <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;"> Comparison of Prior Grading Period- Decline in Element(s) </div>	<p>ESOL Count</p> <ul style="list-style-type: none"> • Product # T0511P07-01 <p>World Language Count</p> <ul style="list-style-type: none"> • Product # T0510P35 <p>Possible LEP Errors Report</p> <ul style="list-style-type: none"> • Product # T0511P23 <hr/> <p>Three Years or More/Anniversary Date in ESOL</p> <ul style="list-style-type: none"> • Product # T0511P09-01
Establish a system to ensure that all records of students who transfer to the school are updated in a timely manner.	

If you have questions or need clarification regarding the information provided, you may contact the Bilingual Supervisor for your Region at 305-995-1838.