

# ADMINISTRATOR’S TIMELINE FOR ESOL COMPLIANCE 2018-2019



| TIMELINE                           | ACTION TO BE TAKEN   |
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| <b>August to October FTE</b>       | <ul style="list-style-type: none"> <li>• <b><u>ACTION REQUIRED</u></b> – <b>MANDATORY ESOL PROGRAM COMPLIANCE MEETINGS – BY REGION – Refer to WB # 23250.</b></li> <li>• Review Weekly Briefing #23317 “Opening of School ESOL Program Procedures”</li> <li>• All new students must be tested <b><u>within 20 school days</u></b> of entry into M-DCPS.</li> <li>• If students are placed in ESOL program, parent notification letters must be sent within 30 calendar days at the beginning of the year.</li> <li>• Current ESOL students tested with Spring 2018 ACCESS for ELLs 2.0 should not be re-tested unless there are <i>inconsistent test data results</i> indicating the student passed FSA ELA or met reading graduation requirements and did not score proficient on the Spring 2018 ACCESS for ELLs 2.0. These students should be administered the CELLA Online and ELL Committee Meeting convened to review the most appropriate instructional setting, including recommending exiting.</li> <li>• ESOL students not tested for ESOL level update during the Spring 2018 ACCESS for ELLs 2.0 <b><i>must be tested with the CELLA Online NOW</i></b> and ESOL level updated on the J screen. If student scores same ESOL level, the ESOL level must still be re-entered on the J screen to reflect updated ESOL assessment result.</li> <li>• ESOL students that entered the school district during the Spring 2018, who did not take the Spring 2018 ACCESS for ELLs 2.0 and were given their initial assessment using the CELLA Online <b><u>do not</u></b> need to be re-tested as their initial assessment level is valid.</li> <li>• For ELLs who exited at the end of the school year, based on the Spring 2018 ACCESS for ELLs 2.0 and/or FSA ELA/graduation requirements, ensure appropriate schedule changes were done.</li> <li>• All ELL Plans and related documents for ELLs must be <b>completed</b> and <b>printed</b> prior to October FTE. Refer to WB# 223317 “Opening of Schools Procedures”.</li> <li>• 3 Years or More Anniversary ELL Committee Meetings for students with DEUSS dates of August and September must be completed each year before October 1. ELL Committee Meetings must use Spring 2018 assessments results and all available data to recommend most appropriate instructional setting.</li> <li>• 3 Years or More ELL Committee Meetings <b><u>must be timely</u></b> to the anniversary date (<b><u>within 30 days of the anniversary DEUSS</u></b>).</li> <li>• 3 More Years in ESOL student reports may be generated on ELLEVATION which offers an up-to-date, overnight feed.</li> <li>• 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.</li> <li>• ECLs must generate a list of ELLs by ESOL Status (LP= pending initial assessment and LN= ELL with no ESOL course assigned) to assist in identifying any ELL who may need initial assessment or must be scheduled into an ESOL course. This report should be run weekly to ensure compliance with initial assessments and placement.</li> </ul> |
| <b>October FTE to February FTE</b> | <ul style="list-style-type: none"> <li>• All new students must be tested <b><u>within 20 school days</u></b> of entry into M-DCPS.</li> <li>• If students are placed in ESOL program, parent notification letters must be sent within two weeks of the student being placed in the ESOL program throughout the year.</li> <li>• ELL Committee Meetings must be convened prior to February FTE.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• All students who meet exit criteria (including ELLs with DEUSS in February) must be exited at the end of the grading period (exit date of January 17, 2018) and prior to February FTE. Do not exit students before the grading period ends as this will impact the first Post Exit Monitoring date.</li> <li>• 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.</li> <li>• Please note that S3 counts impact Title III funding – accuracy in count is important.</li> <li>• Post Exiting Monitoring must be completed for exited ELLs (LFs) as appropriate. Review ELLevation Post Exit Monitoring.</li> <li>• Elementary: Monitor progress of ELLs with two years or more in the ESOL program and are not making adequate progress for RTI.</li> <li>• Review weekly briefing on retention procedures for ELLs in grades K-2 with two years or less in the ESOL program.</li> <li>• Procedures must be followed to ensure that all ELLs in attendance are tested with the Spring 2019 ACCESS for ELLs 2.0 for ESOL level update.</li> </ul> |
| <p style="text-align: center;"><b>From February FTE to June</b></p>  | <ul style="list-style-type: none"> <li>• Post Exit Monitoring must be completed for former ELLs. Review ELLevation Post Exit Monitoring tabs for student information.</li> <li>• 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.</li> </ul>  |
| <p style="text-align: center;"><b>End of the Year Procedures</b></p>   | <ul style="list-style-type: none"> <li>• All ELLs in attendance must have a completed ELL Plan.</li> <li>• Post Exit Monitoring must be completed for former ELLs at the end of the grading period (end of the school year). Review ELLevation Post Exit Monitoring.</li> <li>• Review “Closing of Schools” weekly briefing.</li> <li>• All ESOL Program Records folders must be filed in CUM to ensure that they are sent to receiving schools.</li> </ul>  |
| <p>Testing of newly arrived students must be done <b>TIMELY</b> throughout the year upon initial entry and upon re-entry.</p> <ul style="list-style-type: none"> <li>• No testing is required if the student was in another school district in Florida and had participated in the Spring 2018 ACCESS for ELLs 2.0 in the previous school district.</li> <li>• Testing is required for students who transfer from another WIDA state or any other state in the U.S.</li> <li>• No testing is required if the student participated in the Spring 2018 ACCESS for ELLs 2.0 in M-DCPS, left Miami-Dade and returns. The results of the Spring 2018 ACCESS for ELLs 2.0 are valid for an academic school year.</li> <li>• “New” students who have <b>never attended</b> school in M-DCPS, 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.</li> <li>• 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.</li> </ul> |  |
| <p><b><u>NEVER MISS A BEAT - REMINDERS:</u></b></p> <ul style="list-style-type: none"> <li>• Establish a system to ensure all new students are assessed, parent notification letters are sent, ELL Plans are printed, Extension of Services ELL Committee Meetings are held according to DEUSS dates, and records of transferred students are updated in a <b>TIMELY</b> manner.</li> <li>• Follow the ESOL Program Compliance Year-At-A-Glance (ESOL-YAG) calendar (available in our website).</li> <li>• Visit the Department of Bilingual Education and World Languages <a href="http://mdcpsbilingual.net/">http://mdcpsbilingual.net/</a> for Compliance Webinars, Flowcharts and Weekly Briefings.</li> <li>• <b>Join</b> our WORKPLACE Group “<i>ESOL Compliance &amp; Title III In Action</i>” for the latest information.</li> </ul>  |  |

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