

ESOL COMPLIANCE PROCEDURES YEAR-AT-A-GLANCE

August/September (Refer to Opening of Schools Weekly Briefing)	New/Continuing/Transferred ELLs
	<ul style="list-style-type: none"> <input type="checkbox"/> Verify scheduled or assigned courses for continuing/transferred ELL students. <input type="checkbox"/> Newly registered students with at least one "Y" response on the HLS must be tested within 20 school days of registration. OLPS-R for kindergarten students (1st semester-yellow form) and Online CELLA for 1st-12th grades. <input type="checkbox"/> Add/update required information ("J" screen in DSIS) for newly assessed students (Assessment Date, Test score, LEP Status, ESOL Level, Entry Date, and Basis of Entry), and ESAP codes/ESOL courses in ASPEN. <input type="checkbox"/> Add ESOL Services in ELLevation for new and continuing ELLs for the school year. <input type="checkbox"/> Add ESOL Services in ELLevation for transferred ELLs if the previous services are different from the services the current school offers. DO NOT remove/replace previous services. <input type="checkbox"/> Print ELL Plan for ALL new, continuing, and transferred ELLs. NOTE: For continuing and transferred ELLs, ELL Plan must be printed at this time even if a 3+ Years Extension of Services ELL Committee Meeting is due by October FTE. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. <input type="checkbox"/> At the beginning of the school year, print and send home Notification of English Language Program Placement, or Continuation (Parent Letter) no later than 30 calendar days. NOTE: For the rest of the school year, send notification within two weeks after registration. Keep a copy in the ESOL Program Records folder. <input type="checkbox"/> Place all new/updated documents in the ESOL Program Records folder. DO NOT remove/discard previous years records.
	Extension of Services
	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule 3+ Years Extension of Services ELL Committee Meetings for students with August and September DEUSS date. Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. Testing with Online CELLA is not required, unless student did not participate in previous year spring ACCESS for ELLs 2.0. <input type="checkbox"/> Convene an ELL Committee Meeting to determine if student will exit or continue in the ESOL Program before October 1st. <input type="checkbox"/> Print Meeting Report and collect attendees' signatures. File Meeting Report in the ESOL Program Records folder. <input type="checkbox"/> For exiting students, update ESAP code (elementary), change schedule to remove ESOL courses (secondary). Allow for weekend rollover to reflect the changes. <input type="checkbox"/> Update "J" screen in DSIS, after weekend rollover reflects ESAP code was updated or schedule was changed. <input type="checkbox"/> Update ELP Testing tab in ELLevation with Online CELLA results if student required this assessment (refer to this section's first checkbox). <input type="checkbox"/> Print ELL Plan for exiting ELLs. <input type="checkbox"/> Print ELL Plan for continuing ELLs ONLY if instructional setting/ESOL services were modified. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records. <input type="checkbox"/> Print and send home Notification of English Language Program Continuation or Exit (Parent Letter). NOTE: Notification must be sent within 30 calendar days from the first day of school or within two weeks thereafter. Keep a copy in the ESOL Program Records folder.
	Inconsistent Assessment Data
<ul style="list-style-type: none"> <input type="checkbox"/> Schedule Meeting Other ELL Committee Meetings for students with Inconsistent Assessment Data (Refer to weekly briefing for Inconsistent Assessment Data). Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. Test with Online CELLA if students did not meet previous year spring ACCESS for ELLs 2.0 English Language Proficiency requirements, but met FSA ELA proficiency criteria. <input type="checkbox"/> Convene an ELL Committee Meeting to determine if student will exit or continue in the ESOL Program before October 1st. <input type="checkbox"/> Print Meeting Report and collect attendees' signatures. File Meeting Report in the ESOL Program Records folder. <input type="checkbox"/> For exiting students, update ESAP code (elementary), change schedule to remove ESOL courses (secondary). Allow for weekend rollover to reflect the changes. <input type="checkbox"/> Update "J" screen in DSIS, after weekend rollover reflects ESAP code was updated or schedule was changed. <input type="checkbox"/> Update ELP Testing tab in ELLevation with Online CELLA results if student required this assessment (refer to this section's first checkbox). <input type="checkbox"/> Print ELL Plan for exiting ELLs. <input type="checkbox"/> Print ELL Plan for continuing ELLs ONLY if instructional setting/ESOL services were modified. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records. <input type="checkbox"/> Print and send home Notification of English Language Program Continuation or Exit (Parent Letter). NOTE: Notification must be sent within 30 calendar days from the first day of school or within two weeks thereafter. Keep a copy in the ESOL Program Records folder. 	
Exiting Students	
<ul style="list-style-type: none"> <input type="checkbox"/> For students who exited in June or were exited by ITS over the summer, print ELL Plan with exiting information. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records. <input type="checkbox"/> Print and send home Notification of English Language Program Exit (Parent Letter) within 30 calendar days from the first day of school or within two weeks thereafter. Keep a copy in the ESOL Program Records folder. 	

ESOL COMPLIANCE PROCEDURES YEAR-AT-A-GLANCE

October	New/Transferred ELLs
	<ul style="list-style-type: none"> <input type="checkbox"/> Newly registered students with at least one “Y” response on the HLS must be tested within 20 school days of registration. OLPS-R for kindergarten students (1st semester-yellow form) and Online CELLA for 1st-12th grades. <input type="checkbox"/> Add/update required information (“J” screen in DSIS) for newly assessed students (Assessment Date, Test score, LEP Status, ESOL Level, Entry Date, and Basis of Entry), and ESAP codes/ESOL courses in ASPEN. <input type="checkbox"/> Add ESOL Services in ELLevation for the year for new ELLs. <input type="checkbox"/> Add ESOL Services in ELLevation for transferred ELLs if the previous services are different from the services the current school offers. DO NOT remove/replace previous services. <input type="checkbox"/> Print ELL Plan for new and transferred ELLs. NOTE: For transferred ELLs, ELL Plan must be printed at this time even if a 3+ Years Extension of Services ELL Committee Meeting is due by October FTE. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. <input type="checkbox"/> Print and send home Notification of English Language Program Placement or Continuation (Parent Letter) within two weeks after registration. Keep a copy in the ESOL Program Records folder. <input type="checkbox"/> Place all new/updated documents in the ESOL Program Records folder. DO NOT remove/discard previous years records.
	Extension of Services
	<ul style="list-style-type: none"> <input type="checkbox"/> If ELL students’ DEUSS is October 1 through October FTE, you must assess and convene an ELL Committee Meeting to determine if student will exit or continue in the ESOL Program prior to the closing of October FTE window. <input type="checkbox"/> If ELL students’ DEUSS falls after October FTE, and ELL Committee Meeting recommends the ELL student exits, exiting should occur at the end of the grading period. Document exiting date on the ELL Committee Meeting minutes. <input type="checkbox"/> Schedule 3+ Years Extension of Services ELL Committee Meetings no earlier than and within the 30 school days prior to the 3rd year DEUSS and thereafter of receiving ESOL services. Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. Test with Online CELLA and use all available data to make determination. <input type="checkbox"/> Print Meeting Report and collect attendees’ signatures. File Meeting Report in the ESOL Program Records folder. <input type="checkbox"/> For exiting students, update ESAP code (elementary), change schedule to remove ESOL courses (secondary). During FTE, the rollover is nightly. For ELL students whose DEUSS falls after October FTE, update ESAP code (elementary), change schedule to remove ESOL courses (secondary) the week prior to the end of the grading period. Allow for weekend rollover to reflect the changes. <input type="checkbox"/> Update “J” screen in DSIS, after weekend rollover reflects ESAP code was updated or schedule was changed. <input type="checkbox"/> Update ELP Testing tab in ELLevation with Online CELLA results. <input type="checkbox"/> Print ELL Plan for exiting ELLs. <input type="checkbox"/> Print ELL Plan for continuing ELLs ONLY if instructional setting/ESOL services were modified. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records. <input type="checkbox"/> Print and send home Notification of English Language Program Continuation or Exit (Parent Letter) no later than two weeks after meeting determination was made. Keep a copy in the ESOL Program Records folder.
High School Students Meeting Graduation Requirements with Concordant Scores (ACT/SAT)	
	<ul style="list-style-type: none"> <input type="checkbox"/> Any high school ELL student that has met high school graduation requirements for reading, either by concordant scores or regular spring assessment, AND met the ACCESS for ELLs 2.0 English Language Proficiency (ELP) requirements must be exited from the ESOL program, when they meet exit criteria. The Basis of Exit is “J” if they have met qualifying exit scores on English Language Assessment and a 10th grade ELA score to meet graduation requirements. An ELL Committee is NOT required. NOTE: Follow this procedure throughout the school year as appropriate.

ESOL COMPLIANCE PROCEDURES YEAR-AT-A-GLANCE

November	New/Transferred ELLs
	<ul style="list-style-type: none"> <input type="checkbox"/> Newly registered students with at least one “Y” response on the HLS must be tested within 20 school days of registration. OLPS-R for kindergarten students (1st semester-yellow form) and Online CELLA for 1st-12th grades. <input type="checkbox"/> Add/update required information (“J” screen in DSIS) for newly assessed students (Assessment Date, Test score, LEP Status, ESOL Level, Entry Date, and Basis of Entry), and ESAP codes/ESOL courses in ASPEN. <input type="checkbox"/> Add ESOL Services in ELLevation for the year for new ELLs. <input type="checkbox"/> Add ESOL Services in ELLevation for transferred ELLs if the previous services are different from the services the current school offers. DO NOT remove/replace previous services. <input type="checkbox"/> Print ELL Plan for new and transferred ELLs. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. <input type="checkbox"/> Print and send home Notification of English Language Program Placement or Continuation (Parent Letter) within two weeks after registration. Keep a copy in the ESOL Program Records folder. <input type="checkbox"/> Place all new/updated documents in the ESOL Program Records folder. DO NOT remove/discard previous years records.
	Extension of Services
	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule 3+ Years Extension of Services ELL Committee Meetings no earlier than and within the 30 school days prior to the 3rd year DEUSS and thereafter of receiving ESOL services. Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. Test with Online CELLA and use all available data to make determination. <input type="checkbox"/> Convene an ELL Committee Meeting to determine if student will exit or continue in the ESOL Program. Exiting should occur at the end of the grading period. Document exiting date on the ELL Committee Meeting minutes. <input type="checkbox"/> Print Meeting Report and collect attendees’ signatures. File Meeting Report in the ESOL Program Records folder. <input type="checkbox"/> For exiting students, update ESAP code (elementary), change schedule to remove ESOL courses (secondary) the week prior to the end of the grading period. Allow for weekend rollover to reflect the changes. <input type="checkbox"/> Update “J” screen in DSIS, after weekend rollover reflects ESAP code was updated or schedule was changed. <input type="checkbox"/> Update ELP Testing tab in ELLevation with Online CELLA results. <input type="checkbox"/> Print ELL Plan for exiting ELLs. <input type="checkbox"/> Print ELL Plan for continuing ELLs ONLY if instructional setting/ESOL services were modified. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records. <input type="checkbox"/> Print and send home Notification of English Language Program Continuation or Exit (Parent Letter) no later than two weeks after meeting determination was made. Keep a copy in the ESOL Program Records folder.
	Post Exit Monitoring
	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct Post Exit Monitoring beginning November 1st.

ESOL COMPLIANCE PROCEDURES YEAR-AT-A-GLANCE

December	New/Transferred ELLs
	<ul style="list-style-type: none"> <input type="checkbox"/> Newly registered students with at least one "Y" response on the HLS must be tested within 20 school days of registration. OLPS-R for kindergarten students (1st semester-yellow form) and Online CELLA for 1st-12th grades. <input type="checkbox"/> Add/update required information ("J" screen in DSIS) for newly assessed students (Assessment Date, Test score, LEP Status, ESOL Level, Entry Date, and Basis of Entry), and ESAP codes/ESOL courses in ASPEN. <input type="checkbox"/> Add ESOL Services in ELLevation for the year for new ELLs. <input type="checkbox"/> Add ESOL Services in ELLevation for transferred ELLs if the previous services are different from the services the current school offers. DO NOT remove/replace previous services. <input type="checkbox"/> Print ELL Plan for new and transferred ELLs. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. <input type="checkbox"/> Print and send home Notification of English Language Program Placement or Continuation (Parent Letter) within two weeks after registration. Keep a copy in the ESOL Program Records folder. <input type="checkbox"/> Place all new/updated documents in the ESOL Program Records folder. DO NOT remove/discard previous years records.
	Extension of Services
	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule 3+ Years Extension of Services ELL Committee Meetings no earlier than and within the 30 school days prior to the 3rd year DEUSS and thereafter of receiving ESOL services. Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. Test with Online CELLA and use all available data to make determination. <input type="checkbox"/> Convene an ELL Committee Meeting to determine if student will exit or continue in the ESOL Program. Exiting should occur at the end of the grading period. Document exiting date on the ELL Committee Meeting minutes. <input type="checkbox"/> Print Meeting Report and collect attendees' signatures. File Meeting Report in the ESOL Program Records folder. <input type="checkbox"/> For exiting students, update ESAP code (elementary), change schedule to remove ESOL courses (secondary) the week prior to the end of the grading period. Allow for weekend rollover to reflect the changes. <input type="checkbox"/> Update "J" screen in DSIS, after weekend rollover reflects ESAP code was updated or schedule was changed. <input type="checkbox"/> Update ELP Testing tab in ELLevation with Online CELLA results. <input type="checkbox"/> Print ELL Plan for exiting ELLs. <input type="checkbox"/> Print ELL Plan for continuing ELLs ONLY if instructional setting/ESOL services were modified. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records. <input type="checkbox"/> Print and send home Notification of English Language Program Continuation or Exit (Parent Letter) no later than two weeks after meeting determination was made. Keep a copy in the ESOL Program Records folder.

ESOL COMPLIANCE PROCEDURES YEAR-AT-A-GLANCE

January/February

New/Transferred ELLs

- Newly registered students with at least one "Y" response on the HLS must be tested within 20 school days of registration. OLPS-R for kindergarten students (1st semester-yellow form or 2nd semester-pink form) and Online CELLA for 1st-12th grades.
- Add/update required information ("J" screen in DSIS) for newly assessed students (Assessment Date, Test score, LEP Status, ESOL Level, Entry Date, and Basis of Entry), and ESAP codes/ESOL courses in ASPEN.
- Add ESOL Services in ELLevation for the year for new ELLs.
- Add ESOL Services in ELLevation for transferred ELLs if the previous services are different from the services the current school offers. DO NOT remove/replace previous services.
- Print ELL Plan for new and transferred ELLs. NOTE: For transferred ELLs, ELL Plan must be printed at this time even if a 3+ Years Extension of Services ELL Committee Meeting is due by February FTE.
- Write name, add employee ID, sign, and date ELL Plan.
- Print and send home Notification of English Language Program Placement or Continuation (Parent Letter) within two weeks after registration. Keep a copy in the ESOL Program Records folder.
- Place all new/updated documents in the ESOL Program Records folder. DO NOT remove/discard previous years records.

Extension of Services

- If ELL students' DEUSS is by the end of the grading period, you must assess and convene an ELL Committee Meeting to determine if student will exit or continue in the ESOL Program; exiting should occur at the end of the grading period.
- If ELL students' DEUSS is **after** the end of the grading period, but before/during February FTE, you must assess and convene an ELL Committee Meeting to determine if student will exit or continue in the ESOL Program; exiting will take place by the last day of February FTE.
- Schedule **3+ Years Extension of Services** ELL Committee Meetings no earlier than and within the 30 school days prior to the 3rd year DEUSS and thereafter of receiving ESOL services. Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. Test with Online CELLA and use all available data to make determination.
- Print Meeting Report and collect attendees' signatures. File Meeting Report in the ESOL Program Records folder.
- For exiting students, update ESAP code (elementary), change schedule to remove ESOL courses (secondary) the week prior to the end of the grading period. For students whose DEUSS is after the end of the grading period, but before/during February FTE, update ESAP code (elementary), change schedule to remove ESOL courses (secondary) prior to the last day of February FTE. Allow for weekend rollover to reflect the changes.
- Update "J" screen in DSIS, after weekend rollover reflects ESAP code was updated or schedule was changed.
- Update ELP Testing tab in ELLevation with Online CELLA results.
- Print ELL Plan for exiting ELLs.
- Print ELL Plan for continuing ELLs **ONLY** if instructional setting/ESOL services were modified.
- Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records.
- Print and send home Notification of English Language Program Continuation or Exit (Parent Letter) no later than two weeks after meeting determination was made. Keep a copy in the ESOL Program Records folder.

Inconsistent Assessment Data

- Assess with Online CELLA and schedule **Meeting Other** ELL Committee Meeting for students with Inconsistent Assessment Data (Refer to weekly briefing for Inconsistent Assessment Data). Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date.
- Convene an ELL Committee Meeting prior to the end of the grading period to determine if student will exit or continue in the ESOL Program. Exiting should take place prior to the last day of February FTE.
- Print Meeting Report and collect attendees' signatures. File Meeting Report in the ESOL Program Records folder.
- For exiting students, update ESAP code (elementary), change schedule to remove ESOL courses (secondary). Allow for weekend rollover to reflect the changes.
- Update "J" screen in DSIS, after weekend rollover reflects ESAP code was updated or schedule was changed.
- Update ELP Testing tab in ELLevation with Online CELLA results **if** student required this assessment (refer to this section's first checkbox).
- Print ELL Plan for exiting ELLs.
- Print ELL Plan for continuing ELLs **ONLY** if instructional setting/ESOL services were modified.
- Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records.
- Print and send home Notification of English Language Program Continuation or Exit (Parent Letter) no later than two weeks after meeting determination was made. Keep a copy in the ESOL Program Records folder.

Possible Retention Meetings (Grades K-5)

- ELL Committee Meetings should have already been convened for students with lack of academic progress. Schedule **First (possible) Retention Meeting**. Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date.
- Conduct **First (possible) Retention Meeting** at the end of the grading period.
- Print Meeting Report and collect attendees' signatures. File Meeting Report in ESOL Program Records folder. DO NOT remove/discard previous years records.

ESOL COMPLIANCE PROCEDURES YEAR-AT-A-GLANCE

February	New/Transferred ELLs
	<input type="checkbox"/> Newly registered students with at least one “Y” response on the HLS must be tested within 20 school days of registration. OLPS-R for kindergarten students (2 nd semester-pink form) and Online CELLA for 1 st -12 th grades. <input type="checkbox"/> Add/update required information (“J” screen in DSIS) for newly assessed students (Assessment Date, Test score, LEP Status, ESOL Level, Entry Date, and Basis of Entry), and ESAP codes/ESOL courses in ASPEN. <input type="checkbox"/> Add ESOL Services in ELLevation for the year for new ELLs. <input type="checkbox"/> Add ESOL Services in ELLevation for transferred ELLs if the previous services are different from the services the current school offers. DO NOT remove/replace previous services. <input type="checkbox"/> Print ELL Plan for new and transferred ELLs. NOTE: For transferred ELLs, ELL Plan must be printed at this time even if a 3+ Years Extension of Services ELL Committee Meeting is due by February FTE. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. <input type="checkbox"/> Print and send home Notification of English Language Program Placement or Continuation (Parent Letter) within two weeks after registration. Keep a copy in the ESOL Program Records folder. <input type="checkbox"/> Place all new/updated documents in the ESOL Program Records folder. DO NOT remove/discard previous years records.
	Extension of Services
	<input type="checkbox"/> Schedule 3+ Years Extension of Services ELL Committee Meetings no earlier than and within the 30 school days prior to the 3 rd year DEUSS and thereafter of receiving ESOL services. Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. Test with Online CELLA and use all available data to make determination. <input type="checkbox"/> If ELL students’ DEUSS falls after February FTE, and ELL Committee Meeting recommends the ELL student exits, exiting should occur at the end of the grading period. Document exiting date on the ELL Committee Meeting minutes. <input type="checkbox"/> If ELL Committee Meeting was not held you are out of compliance, BUT you must still convene meeting to meet the needs of the students. If ELL students whose DEUSS is from August through February FTE must be assessed and an ELL Committee Meeting be convened to determine if student will exit or continue in the ESOL Program prior to the closing of February FTE window. Refer to Weekly Briefing. <input type="checkbox"/> Print Meeting Report and collect attendees’ signatures. File Meeting Report in the ESOL Program Records folder. <input type="checkbox"/> For exiting students, update ESAP code (elementary), change schedule to remove ESOL courses (secondary). During FTE, the rollover is nightly. For ELL students whose DEUSS falls after February FTE, update ESAP code (elementary), change schedule to remove ESOL courses (secondary) the week prior to the end of the grading period. Allow for weekend rollover to reflect the changes. <input type="checkbox"/> Update “J” screen in DSIS, after weekend rollover reflects ESAP code was updated or schedule was changed. <input type="checkbox"/> Update ELP Testing tab in ELLevation with Online CELLA results. <input type="checkbox"/> Print ELL Plan for exiting ELLs. <input type="checkbox"/> Print ELL Plan for continuing ELLs ONLY if instructional setting/ESOL services were modified. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records. <input type="checkbox"/> Print and send home Notification of English Language Program Continuation or Exit (Parent Letter) no later than two weeks after meeting determination was made. Keep a copy in the ESOL Program Records folder.
	High School Students Meeting Graduation Requirements with Concordant Scores (ACT/SAT)
<input type="checkbox"/> Any high school ELL student that has met high school graduation requirements for reading, either by concordant scores or regular spring assessment, AND met the ACCESS for ELLs 2.0 English Language Proficiency (ELP) requirements must be exited from the ESOL program, when they meet exit criteria. The Basis of Exit is “J” if they have met qualifying exit scores on English Language Assessment and a 10th grade ELA score to meet graduation requirements. An ELL Committee is NOT required. NOTE: Follow this procedure throughout the school year as appropriate.	
Post Exit Monitoring	
<input type="checkbox"/> Conduct Post Exit Monitoring beginning February 1 st .	

ESOL COMPLIANCE PROCEDURES YEAR-AT-A-GLANCE

March	New/Transferred ELLs
	<ul style="list-style-type: none"> <input type="checkbox"/> Newly registered students with at least one “Y” response on the HLS must be tested within 20 school days of registration. OLPS-R for kindergarten students (2nd semester-pink form) and Online CELLA for 1st-12th grades. <input type="checkbox"/> Add/update required information (“J” screen in DSIS) for newly assessed students (Assessment Date, Test score, LEP Status, ESOL Level, Entry Date, and Basis of Entry), and ESAP codes/ESOL courses in ASPEN. <input type="checkbox"/> Add ESOL Services in ELLevation for the year for new ELLs. <input type="checkbox"/> Add ESOL Services in ELLevation for transferred ELLs if the previous services are different from the services the current school offers. DO NOT remove/replace previous services. <input type="checkbox"/> Print ELL Plan for new and transferred ELLs. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. <input type="checkbox"/> Print and send home Notification of English Language Program Placement or Continuation (Parent Letter) within two weeks after registration. Keep a copy in the ESOL Program Records folder. <input type="checkbox"/> Place all new/updated documents in the ESOL Program Records folder. DO NOT remove/discard previous years records.
	Extension of Services
	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule 3+ Years Extension of Services ELL Committee Meetings no earlier than and within the 30 school days prior to the 3rd year DEUSS and thereafter of receiving ESOL services. Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. Test with Online CELLA and use all available data to make determination. <input type="checkbox"/> Convene an ELL Committee Meeting to determine if student will exit or continue in the ESOL Program. Exiting should occur at the end of the grading period. Document exiting date on the ELL Committee Meeting minutes. <input type="checkbox"/> Print Meeting Report and collect attendees’ signatures. File Meeting Report in the ESOL Program Records folder. <input type="checkbox"/> For exiting students, update ESAP code (elementary), change schedule to remove ESOL courses (secondary) the week prior to the end of the grading period. Allow for weekend rollover to reflect the changes. <input type="checkbox"/> Update “J” screen in DSIS, after weekend rollover reflects ESAP code was updated, or schedule was changed. <input type="checkbox"/> Update ELP Testing tab in ELLevation with Online CELLA results. <input type="checkbox"/> Print ELL Plan for exiting ELLs. <input type="checkbox"/> Print ELL Plan for continuing ELLs ONLY if instructional setting/ESOL services were modified. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records. <input type="checkbox"/> Print and send home Notification of English Language Program Continuation or Exit (Parent Letter) no later than two weeks after meeting determination was made. Keep a copy in the ESOL Program Records folder.
	Continuation of Possible Retention Meetings (Grades K-5)
	<p><i>Retention of ELLs in grades K-2 with less than two years in the ESOL program must be reviewed by the Department of Bilingual Education and World Languages prior to the ELL Committee Meeting to document the Final Retention/Promotion Meeting. Refer to the January Retention Weekly Briefing.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule Second (possible) Retention Meeting. Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. <input type="checkbox"/> Conduct Second (possible) Retention Meeting at the end of the grading period. <input type="checkbox"/> Print Meeting Report and collect attendees’ signatures. File report in ESOL Program Records folder. DO NOT remove/discard previous years records.

ESOL COMPLIANCE PROCEDURES YEAR-AT-A-GLANCE

April	New/Transferred ELLs
	<input type="checkbox"/> Newly registered students with at least one “Y” response on the HLS must be tested within 20 school days of registration. OLPS-R for kindergarten students (2 nd semester-pink form) and Online CELLA for 1 st -12 th grades. <input type="checkbox"/> Add/update required information (“J” screen in DSIS) for newly assessed students (Assessment Date, Test score, LEP Status, ESOL Level, Entry Date, and Basis of Entry), and ESAP codes/ESOL courses in ASPEN. <input type="checkbox"/> Add ESOL Services in ELLevation for the year for new ELLs. <input type="checkbox"/> Add ESOL Services in ELLevation for transferred ELLs if the previous services are different from the services the current school offers. DO NOT remove/replace previous services. <input type="checkbox"/> Print ELL Plan for new and transferred ELLs. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. <input type="checkbox"/> Print and send home Notification of English Language Program Placement or Continuation (Parent Letter) within two weeks after registration. Keep a copy in the ESOL Program Records folder. <input type="checkbox"/> Place all new/updated documents in the ESOL Program Records folder. DO NOT remove/discard previous years records.
	Extension of Services
	<input type="checkbox"/> Schedule 3+ Years Extension of Services ELL Committee Meetings no earlier than and within the 30 school days prior to the 3 rd year DEUSS and thereafter of receiving ESOL services. Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. Test with Online CELLA and use all available data to make determination. <input type="checkbox"/> Convene an ELL Committee Meeting to determine if student will exit or continue in the ESOL Program. Exiting should occur at the end of the grading period. Document exiting date on the ELL Committee Meeting minutes. <input type="checkbox"/> Print Meeting Report and collect attendees’ signatures. File Meeting Report in the ESOL Program Records folder. <input type="checkbox"/> For exiting students, update ESAP code (elementary), change schedule to remove ESOL courses (secondary) the week prior to the end of the grading period. Allow for weekend rollover to reflect the changes. <input type="checkbox"/> Update “J” screen in DSIS, after weekend rollover reflects ESAP code was updated or schedule was changed. <input type="checkbox"/> Update ELP Testing tab in ELLevation with Online CELLA results. <input type="checkbox"/> Print ELL Plan for exiting ELLs. <input type="checkbox"/> Print ELL Plan for continuing ELLs ONLY if instructional setting/ESOL services were modified. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records. <input type="checkbox"/> Print and send home Notification of English Language Program Continuation or Exit (Parent Letter) no later than two weeks after meeting determination was made. Keep a copy in the ESOL Program Records folder.
	Post Exit Monitoring
	<input type="checkbox"/> Conduct Post Exit Monitoring beginning April 1 st .

ESOL COMPLIANCE PROCEDURES YEAR-AT-A-GLANCE

May (Refer to Closing of Schools Weekly Briefing)	New/Transferred ELLs
	<input type="checkbox"/> Newly registered students with at least one “Y” response on the HLS must be tested within 20 school days of registration. OLPS-R for kindergarten students (2 nd semester-pink form) and Online CELLA for 1 st -12 th grades. <input type="checkbox"/> Add/update required information (“J” screen in DSIS) for newly assessed students (Assessment Date, Test score, LEP Status, ESOL Level, Entry Date, and Basis of Entry), and ESAP codes/ESOL courses in ASPEN. <input type="checkbox"/> Add ESOL Services in ELLevation for the year for new ELLs. <input type="checkbox"/> Add ESOL Services in ELLevation for transferred ELLs if the previous services are different from the services the current school offers. DO NOT remove/replace previous services. <input type="checkbox"/> Print ELL Plan for new and transferred ELLs. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. <input type="checkbox"/> Print and send home Notification of English Language Program Placement or Continuation (Parent Letter) within two weeks after registration. Keep a copy in the ESOL Program Records folder. <input type="checkbox"/> Place all new/updated documents in the ESOL Program Records folder. DO NOT remove/discard previous years records.
	Extension of Services
	<input type="checkbox"/> Schedule 3+ Years Extension of Services ELL Committee Meetings no earlier than and within the 30 school days prior to the 3 rd year DEUSS and thereafter of receiving ESOL services. Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. Test with Online CELLA and use all available data to make determination. <input type="checkbox"/> Convene an ELL Committee Meeting to determine if student will exit or continue in the ESOL Program. Exiting should occur at the end of the grading period. Document exiting date on the ELL Committee Meeting minutes. <input type="checkbox"/> Print Meeting Report and collect attendees’ signatures. File Meeting Report in the ESOL Program Records folder. <input type="checkbox"/> For exiting students, update ESAP code (elementary), change schedule to remove ESOL courses (secondary) the week prior to the end of the grading period. Allow for weekend rollover to reflect the changes. <input type="checkbox"/> Update “J” screen in DSIS at the end of the grading period, on the last school calendar day, after weekend rollover reflects ESAP code was updated or schedule was changed. <input type="checkbox"/> Update ELP Testing tab in ELLevation with Online CELLA results. <input type="checkbox"/> Print ELL Plan for exiting ELLs. <input type="checkbox"/> Print ELL Plan for continuing ELLs ONLY if instructional setting/ESOL services were modified. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records. <input type="checkbox"/> Print and send home Notification of English Language Program Continuation or Exit (Parent Letter) no later than two weeks after meeting determination was made. Keep a copy in the ESOL Program Records folder.
	Final Retention Meetings (Grades K-5)
<p><i>Retention of ELLs in grades K-2 with less than two years in the ESOL program must be reviewed by the Department of Bilingual Education and World Languages prior to the ELL Committee Meeting to document the Final Retention/Promotion Meeting. Refer to the January Retention Weekly Briefing. For grades K, 1, 2, 4 and 5, promotion meetings are not required.</i></p> <input type="checkbox"/> Schedule Final Retention/Promotion Meeting . Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. <input type="checkbox"/> Conduct Final Retention/Promotion Meeting . <input type="checkbox"/> Print Meeting Report and collect attendees’ signatures. File report in ESOL Program Records folder. DO NOT remove/discard previous years records.	
Final Retention/Promotion Meetings (Grade 3)	
<p><i>Third grade retention/promotion process is based on state board rule, Section 1008.5 Florida Statutes (“...Florida Statute supersedes the authority of the ELL Committee.”) However, you will still need to Schedule, Open, and Perform a Final Retention/Promotion Meeting and complete all the required steps to obtain the report to keep in the student’s ESOL Program Records folder. Please refer to the SPP, Section H Promotion/Retention Policies. ELL Committee Meeting is required to document retention and Good Cause promotion.</i></p> <input type="checkbox"/> Schedule Final Retention/Promotion (Good Cause) Meeting . Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date. <input type="checkbox"/> Conduct Final Retention/Promotion (Good Cause) Meeting . <input type="checkbox"/> Print Meeting Report and collect attendees’ signatures. File report in ESOL Program Records folder. DO NOT remove/discard previous years records.	

ESOL COMPLIANCE PROCEDURES YEAR-AT-A-GLANCE

May Continuation	Exiting of High School Seniors Who Met Graduation Requirements (Retakers/Concordant Scores)
	<p><i>For Seniors who met graduation requirements by either meeting FSA ELA (Retakers) or SAT/ACT concordant scores, the following action must be taken:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Administer Online CELLA. If student meets English language proficiency (ELP) for exiting, then schedule Meeting Other ELL Committee Meetings. Send home school-generated Notification of ELL Committee Meeting (Invitation Letter) on school letterhead with reasonable time prior to scheduled meeting date.<input type="checkbox"/> Convene an ELL Committee Meeting to determine if student will continue or will exit the ESOL Program. If ELL committee recommends exiting, document the exit date as the last day of school on the ELL Committee Meeting minutes. DO NOT CHANGE SCHEDULE. STUDENT WILL EXIT PROGRAM ON THE LAST DAY OF SCHOOL.<input type="checkbox"/> Print Meeting Report and collect attendees' signatures. File Meeting Report in the ESOL Program Records folder.<input type="checkbox"/> On the day after the last day of school, REMEMBER TO UPDATE the "J" screen in DSIS. THIS ACTION MAY ONLY TAKE PLACE THE DAY AFTER SCHOOL ENDS.<input type="checkbox"/> Update ELP Testing tab in ELLevation with Online CELLA information.<input type="checkbox"/> Print ELL Plan for exiting Seniors.<input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. File in the ESOL Program Records folder. DO NOT remove/discard previous years records.

ESOL COMPLIANCE PROCEDURES YEAR-AT-A-GLANCE

June	New/Transferred ELLs
	<input type="checkbox"/> Newly registered students with at least one “Y” response on the HLS must be tested within 20 school days of registration. OLPS-R for kindergarten students (2 nd semester-pink form) and Online CELLA for 1 st -12 th grades. <input type="checkbox"/> Add/update required information (“J” screen in DSIS) for newly assessed students (Assessment Date, Test score, LEP Status, ESOL Level, Entry Date, and Basis of Entry), and ESAP codes/ESOL courses in ASPEN. <input type="checkbox"/> Add ESOL Services in ELLevation for the year for new ELLs. <input type="checkbox"/> Add ESOL Services in ELLevation for transferred ELLs if the previous services are different from the services the current school offers. DO NOT remove/replace previous services. <input type="checkbox"/> Print ELL Plan for new and transferred ELLs. <input type="checkbox"/> Write name, add employee ID, sign, and date ELL Plan. <input type="checkbox"/> Print and send home Notification of English Language Program Placement or Continuation (Parent Letter) within two weeks after registration. Keep a copy in the ESOL Program Records folder. <input type="checkbox"/> Place all new/updated documents in the ESOL Program Records folder. DO NOT remove/discard previous years records.
	Extension of Services
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	Post Exit Monitoring
	<input type="checkbox"/> Conduct Post Exit Monitoring beginning June 1 st .
Students Futured to Other School Location within M-DCPS	
<i>Reminder to forward all ESOL Program Records folder with all compliance documentation in the CUM to the receiving school.</i>	