

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF BILINGUAL EDUCATION AND WORLD LANGUAGES
ESOL PROGRAM MONITORING COMMENTS**

ESOL LEVELS 1-4

CATEGORIES	COMMENTS
ESOL LEVEL	A 1: ESOL level does not match DSIS A 2: ESOL level is not current to current school year
HOME LANGUAGE SURVEY (check DEUSS)	B 1: missing date B 2: missing parent signature B 3: missing school information B 4: missing student information (ID# etc.) B 5: missing HLS B 6: incomplete B 7: incorrect B8: missing DEUSS B 9: DEUSS date does not match date in PF19 in DSIS
INITIAL ASSESSMENT	C 1: missing initial assessment C 2: missing date C 3: Test used is inappropriate for placement into ESOL program
ANNUAL ASSESSMENT	D 1: missing D 2: was not conducted (did not participate in end of the year state assessment and school did not test with district adopted test for level update)
PROGRAMATIC ASSESSMENT (Secondary Schools)	E 1: not administered/not available in the ESOL Program Records folder E 2: incomplete (not scored, not completed by student)

<p>NATIVE LANGUAGE WRITING SAMPLE (Secondary Schools)</p>	<p>F 1: not administered/not available in the ESOL Program Records folder F 2: incomplete (not scored, not completed by student)</p>
<p>(Secondary Schools) STUDENT'S SCHEDULE (prior to 2017-2018)</p> <ul style="list-style-type: none"> • As of 2017-2018 schedules are embedded in ELL Plan in ELLEVATION 	<p>G 1: Not printed in a timely manner (before October FTE) G 2: Does not reflect current classes G3: Was not updated (subsequent schedule due to change is not available) Note: As of 2017-2018 schedules are embedded in ELL Plan in ELLEVATION you don't need to print them.</p>
<p>INITIAL PARENT LETTER NOTIFICATION</p>	<p>H 1: not available H 2: missing date H 3: incomplete (missing student information) H4: is not timely to initial entry into ESOL</p>
<p>ANNUAL PARENT LETTER NOTIFICATION</p>	<p>I 1: not available I 2: missing date I 3: incomplete (missing student information) I 5: is not timely to entry in ESOL for the current school</p>
<p>ELL COMMITTEE MEETING</p>	<p>J 1: not conducted J 2: not conducted in a timely manner J 3: not meeting for adequate progress J 4: not meeting for retention J 5: Parent letter invite to ELL Committee meeting is not available J 8: meeting section is not appropriately documented as per District guidelines and procedures J 9: missing attendee signatures J 10: incorrect rationale that is not based on data</p>

<p>EXTENSION OF SERVICES - THREE YEARS OR MORE PROCEDURES</p>	<p>K 1: ELL Committee meeting was not conducted yearly as per State Board Rule 6A-6.09022 (within 30 days of DEUSS anniversary date; if DUESS falls within 2 weeks of school year, meeting may be conducted by October 1 and spring ELP assessment data may be used).</p>
<p>INITIAL ELL PLAN</p>	<p>L 1: not available (missing) L 2: not timely (updated and printed after October FTE) L 3: incorrectly completed L 4: ESOL Services are not documented L 5: ESOL Services do not match services in DSIS</p>
<p>ANNUAL ELL PLAN</p>	<p>M 1: not available M 2: not timely (updated and printed after October FTE)</p>
<p>EXIT EL PLAN</p>	<p>N1: not available N2: incomplete (missing date, teacher employee number and signature) N3: does not reflect testing information N4: missing EL Committee meeting to document the exit from ESOL N5: missing ELP testing information for exit in ELLEVATION</p>
<p>ANNUAL ASSESSMENT STATE REPORT FOR ESOL (Not required as of 2016-2017 school year) ACCESS for ELLs 2.0 digital reports are available on WIDA AMS upon request.</p>	<p>O1: Not available for current year O2: not available for previous year</p>
<p>AMAO LETTERS (No letter for 2014-2015 and afterwards)</p>	<p>P1: Not available in ESOL Program Records folder</p>