

**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 ISIS A 2: ESOL level is not current to current school year
HOME LANGUAGE SURVEY	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
INITIAL ASSESSMENT	C 1: missing initial assessment C 2: demographic information is incomplete C 3: missing date C 4: 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)
NATIVE LANGUAGE WRITING SAMPLE (Secondary Schools)	F 1: not administered/not available in the ESOL Program Records folder F 2: incomplete (not scored, not completed by student)
STUDENT'S SCHEDULE (Secondary Schools)	G 1 : Not printed in a timely manner (before October FTE) G 2: Does not reflect current classes G 3: Was not updated (subsequent schedule due to change is not available)
INITIAL PARENT NOTIFICATION	H 1: not available H 2: missing date H 3: incomplete (missing student information) H 4: not signed by administration H 5: is not timely to initial entry into ESOL
ANNUAL PARENT NOTIFICATION	I 1: not available I 2: missing date I 3: incomplete (missing student information) I 4: not signed by administration I 5: is not timely to entry in ESOL for the current school
ELL COMMITTEE MEETING	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 invite to ELL Committee meeting is not available J 8: meeting section is not appropriately documented as per district procedures and recommendations J 9: missing signatures J 10: incorrect rationale that is not based on data

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CATEGORIES	COMMENTS
THREE YEARS OR MORE PROCEDURES	<p>K 1: Procedures for Extension of ESOL services Three Year or More in ESOL program are not followed</p> <p>K 2: Testing was not conducted as per State Board rules (testing within 30 days of anniversary date)</p> <p>k 3: ELL Committee meeting was not conducted in a timely manner (within 30 days of the anniversary)</p> <p>K4: ELL Committee meetings for extension of ESOL services have not been conducted for more than a year.</p>
	<p>L 1: not available (missing)</p> <p>L 2: not timely (updated and printed after October FTE)</p> <p>L 3: incorrectly completed</p> <p>L 4: Program Participation is not documented appropriately</p>
ANNUAL STUDENT PLAN	<p>M 1: not available</p> <p>M 2: not timely (updated and printed after October FTE)</p>
EXIT STUDENT PLAN	<p>N 1: not available</p> <p>N 2: incomplete (missing date, teacher employee number and signature)</p> <p>N 3: does not reflect testing information</p> <p>N 4: missing ELL Committee meeting to document the exit from ESOL</p> <p>N 5: missing testing information for exit in WLEP Program Update</p>
ANNUAL ASSESSMENT STATE REPORT FOR ESOL	<p>O 1: Not available for current year</p> <p>O 2: not available for previous year</p>
AMAO LETTERS	<p>P 1: not available for current year</p> <p>P 2: not available for previous year (s)</p>