GETTING READY FOR FEBRUARY 2017 FTE
ESOL Compliance and Procedures

Department of Bilingual Education and World Languages
Agenda

- Administrator’s Timeline for ESOL Compliance
- Home Language Survey
- Importance of Date Entered into a U.S. School (DEUSS)
- Program Update
- ELL Committee Meetings /Correct Procedures
- “Three Years or More” Procedures
- High School Procedures for Concordant Scores
- Common Audit Findings
- ESOL Program Self-Monitoring
- Questions and Answers
# Administrators’ Timeline for ESOL Compliance

Checklist intended for school administrators to monitor the ESOL program to:

- Ensure compliance with State and Federal mandates
- Ensure appropriate services are provided to ELLs and their academic progress are monitored

## Dates | To be completed
--- | ---
**From October FTE to February FTE**
- ELL Committees must be convened prior to FTE. However, students who meet exit criteria may be exited at the end of the grading period.
- ELLs with DEUSS date in February and who meet criteria to exit the ESOL program, must be exited prior to February FTE.
- ELLs must be coded appropriately in DSIS, no later than the January deadline for February FTE.
- Post Program Reviews must be completed for former ELLs at the end of the first and second grading periods.
- Monitor progress of ELLs with two years or more in the ESOL program and are not making adequate progress for RTI (elementary).
- Review weekly briefing on retention procedures for ELLs in grades K-2 with less than two years in the ESOL.

**From February FTE to June**
- Procedures must be followed to ensure that all ELLs in attendance are tested with the spring ACCESS for ELLs 2.0 for ESOL level update.
- Post Program Reviews must be completed for former ELLs at the end of the grading period and end of school year.
- Monitor and document progress of ELLs in grades K-2 with less than two years in the ESOL program and are not making adequate progress for possible retention. Final ELL Committee meeting for retention must be conducted.

**End of the Year Procedures**
- All ELLs in attendance must have a completed ELL Student Plan before it conducts the rollover in early July. Once the rollover takes place, the ELL Student Plans for the current year will no longer be available as students are inactive.
- 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.
- All ESOL Program Folders must be filed in CUM to ensure that they go to receiving schools.

[http://bilingual.dadeschools.net/BEWL/pdfs15/timeline_ESOL_compliance.pdf](http://bilingual.dadeschools.net/BEWL/pdfs15/timeline_ESOL_compliance.pdf)
Home Language Survey

- All sections of the Home Language Survey (HLS) must be completed, including DEUSS date.

- DEUSS date (beginning with the 2012-2013 school year) MUST be completed/written by the parent.

- Original HLS are required. All HLS must be reviewed by the registrar, with the parent, at the time of registration to ensure accuracy of legal document being signed. (Duplicates of HLS are not acceptable.)

- Parent must identify only ONE language for the parent and for the student’s primary language. (If parents write two different languages, a selection cannot be made by the registrar. Refer to bullet 3.)

- For students who are tested due to HLS responses, and are not ELL, assessment should be kept in the CUM.

- PLEASE ADVISE YOUR REGISTRATION TEAM OF THIS INFORMATION!
Schools that have incorrect DEUSS dates will need to submit a HEAT ticket to their data specialist at the office of Federal & State Compliance Office requesting the change.
Entry Date and Assessment Date Clarification

- The Entry Date and Assessment Date do not have to match.
  - The Entry Date is the initial Entry Date that the student first physically entered MDCPS. (Refer to PF3 lower left hand CPS Date.)
  - The Assessment Date is the actual date the student was assessed. It must be within 20 school days.

Note that the Entry Date cannot be after the Assessment Date. It must be on/before the Assessment Date.
Program update must be completed manually for the following students:

- ELLs who were not tested with the ACCESS 2.0 in the Spring and were tested with Online CELLA at the school.
- Returning ELL students to the ESOL program and the school administered the Online CELLA as a result of not having a current ESOL test (one year or less).
- For students Three Years or More anniversary date/Extension of ESOL Services and school administered Online CELLA.

Also, update ESOL Level in DSIS (J Screen) even if ESOL level remains the same!
Program Participation for all ELL students must be completed.

Program update for ACCESS 2.0 is automatically done by ITS.

Original signature, Employee ID and Date required.
Who attends?
- Administrator
- Counselor
- ESOL Teacher
- HLA Teacher
- Parent
- Other

What happens?
- Rationale for Recommendation
- Section of ELL Student Plan must include at least two data points to support the decision made.

Parents must receive a letter of invitation prior to the meeting (these are created at the school site, on school letterhead).

Parent/Teacher Conferences ARE NOT ELL Committee Meetings
Ink signatures are required for all participants including administrators.

Parents are always invited; however, if they do not attend, the meeting still takes place.
ELL Committee Log and Minutes

Minutes must be kept and attached to meeting section of the ELL Plan.

Logs are kept in a binder.

Must be completed and kept at the schools!

http://bilingual.dadeschools.net/BEWL/pdfs/ELL_Committee_Log.pdf
<table>
<thead>
<tr>
<th>Reasons for Convening an ELL Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review instructional programs and lack of progress</td>
</tr>
<tr>
<td>Address parental/teacher concerns</td>
</tr>
<tr>
<td>Retention of ELL</td>
</tr>
<tr>
<td>Review instructional program of former ELL (LF)</td>
</tr>
<tr>
<td>Reclassification of former ELL</td>
</tr>
<tr>
<td>Review academic progress for Extension of ESOL services</td>
</tr>
<tr>
<td>Review all available data when exiting a student from the ESOL program</td>
</tr>
<tr>
<td>Request evaluations and/or support when needed</td>
</tr>
<tr>
<td>Intervention</td>
</tr>
</tbody>
</table>
State Board Rule 6A-6.09022
Extension of Services in the ESOL Program

“Three Years or More” in ESOL Procedures:

- For August and September DEUSS dates: should have held an ELL Committee to extend services or exit (by October 1, 2016). If you did not hold the ELL Committees, you are out of Compliance; **BUT** you must hold them prior to February FTE.

- After October 1st through the end of the school year (DEUSS dates): Test with Online CELLA and hold LEP Committee to make determination for Extension of Services or Exiting criteria.

- ELL Committee must be convened no earlier than 30 school days prior to the third anniversary of the student’s Date Entered United States School (DEUSS).
  - **NOTE:** This is NOT the ELL Entry Date into ESOL program.

  - Cannot be “after” the DEUSS Date.

  - Cannot be “before” the 30 days prior to the DEUSS Date.

- This procedure must be followed **ANNUALLY** for all students who fall in the “Three Years or More” criteria.
Three Years or More Procedures

- If students have scored at different levels on the Online CELLA as compared to ACCESS 2.0, you should use the highest level achieved. Students would either stay in their current level or move up.

- This is to be documented on the ELL Committee section.

- The Program Update section will have the Online CELLA score; however, the ELL Committee section will provide the rationale regarding the ESOL level determined.

- Remember to Update the “J” Screen (Put the ESOL Level and Hit Enter, even if the student remains at the same level).
FEBRUARY FTE WEEK – BE PROACTIVE!

- Do not wait until FTE WEEK to conduct ELL Committee meetings and make placement decisions about students.

- Changes must be input prior to FTE WEEK.

- “J” Screen update for “Three Years or More” exiting and updating an ESOL Level are handled at the school.

- If students are going to be exited, it must be done at the end of the grading period which is January 20th, 2017.
AFTER FEBRUARY FTE

- Exiting criteria and schedule changes after February FTE should be made by the ELL Committee based on the most appropriate instructional setting. This may include exiting the student at the end of the school year.
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”. ELL Committee is NOT required.
Regardless of time in ESOL program:

- For those students that have inconsistent test data (they didn’t meet the ACCESS for ELLs exit requirement, but have met the graduation requirement for reading through concordant scores) administer an Online CELLA, convene an ELL Committee to possibly recommend exiting, change schedule and input the information on the “J” Screen.

- The Basis of Exit is “L”.

- **Audit Issue:**
  If the school had knowledge that the student met exit criteria prior to FTE and purposely decided not to exit the student to collect the FTE, this may be an audit exception.
WLEP has the DEUSS date available; therefore, use both available resources to ensure that deadlines are met. Control-D Product #: T0511P09-01
How to Avoid Most Common Audit Exceptions?
## The Most Common Audit Exceptions

| No ELL Committee meeting to extend services or conducted in a timely manner |
| No Assessment for extension of ESOL services |
| Assessment for extension of ESOL services not timely (no earlier than 30 days from 3rd year ESOL anniversary date) |
| Missing ELL Student Plan |
| ELL Student Plan not current |
| ELL Student Plan that is incomplete in not describing the ESOL schedule of instruction |
| ELL Student Plan not signed or dated |
| Missing Parental Notification |
| Missing documents |
| Missing file completely |
ESOL Program Folders – Required Documentation

HOME LANGUAGE SURVEY
- Signed by parent/guardian
- Dated

ASSESSMENT
- Entry Test/Re-Entry Test
- Yearly level update test
- Exit test

NOTICE TO PARENT OF EL (ENGLISH LEARNER)

PARENT NOTIFICATION LETTER
- Sent annually
- Programmatic Change

INDIVIDUAL EL (ENGLISH LEARNER) PLAN
- Student information completed
- Initial assessment/placement information completed
- Exit information completed at the time of program exit
- Program participation services completed annually
- ESOL Level and Program Update information
- Promotion/Retention of 3rd Grade (if applicable)
- State Assessments Results
- Post Program Review information completed
  a) End of first grading period
  b) End of first semester after exit
  c) End of first year after exit
  d) End of the second year after exit
- EL (English Learner) Committee Meeting (if applicable)
- Reading/ESOL, Writing, Math, and/or Science
- Insert Progress Monitoring Plan (PMP through Rd1) complete annually (if applicable)

EL (English Learner) COMMITTEE NOTIFICATION: Sent to parents when applicable/dated
EL (English Learner) Student Schedules (Secondary Students Only)

The information in this folder must be maintained in chronological order and kept in the student’s cumulative record for audi purposes.
ESOL Program Self-Monitoring Forms & Checklists

- Do not file in ELL Folders!
- ESOL Program Monitoring Checklist
- ESOL Records Folder Checklist:
  - Elementary or Secondary
- ESOL Program Comments List
- Post Program Reviews Checklist
- Post Program Review Comments List
- ELL Committee Meetings Log
- ELL Committee Recommendation Form

Website:
http://bilingual.dadeschools.net/BEWL/compliance_docs.asp
Elementary Checklist

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>ESOL Level</th>
<th>Grade</th>
<th>Home Language Survey (completed, signed and dated)</th>
<th>Initial Assessment Data (ESOL Level math, reading, and I.S.S.-J. Screen)</th>
<th>Other assessment(s) (math, I.G.S-W.P.E/ELL Plan)</th>
<th>Copy of Initial Parent Notification Letter</th>
<th>Copy(s) of annual updated Parent Notification Letter(s)</th>
<th>ELL Committee: Check for signatures, dates, and procedures for Three Years or More in ESL, Initial and current ELL Committee</th>
<th>Updated IEP Plan</th>
<th>Florida CELA Student Report(s) (annual)</th>
<th>A.H.A. Letter(s) (annual)</th>
</tr>
</thead>
</table>

- Indicates compliance
- Codes indicate area to be reviewed

Revised October 2015

http://bilingual.dadeschools.net/BEWL/pdfs15/ESOL_Records_Folder_EI.pdf

Comment List:
http://bilingual.dadeschools.net/BEWL/pdfs16/ESOL_Program_Comments.pdf
# Secondary Checklist

![Secondary Checklist Image](Department of Bilingual Education and World Languages)

## Comment List:

http://bilingual.dadeschools.net/BEWL/pdfs16/ESOL_Program_Comments.pdf
Post Program Checklist

Department of Bilingual Education and World Languages

ESOL RECORDS FOLDER CHECKLIST FOR POST PROGRAM REVIEWS

School Name: __________________________ Work Location: __________________________ Date: __________

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Num</th>
<th>Grade</th>
<th>ESL Student Plan w/ Parent Notification</th>
<th>Fall/Dec on EL Student Plan matched/Screen in US</th>
<th>Winter Post-Program Reviews Complete</th>
<th>Winter Best Program Reviews in Progress</th>
<th>Teacher Employee Number and Date</th>
<th>ELL Committee Parent Notification</th>
<th>Is there evidence of an ELL Committee Review?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

✓ Indicates compliance

Codes indicate area to be reviewed

Revised October 2015

http://bilingual.dadeschools.net/BEWL/pdfs15/Post_Program_Reviews_Checklist.pdf

Comment List:
http://bilingual.dadeschools.net/BEWL/pdfs15/Post_Program_Review_Comments.pdf
Supervising Administrator Should Self-Audit

Pull approximately 40 ELL Plans

- Must have a current/updated ELL Plan prior to October 1st.

- HLS: Check that all sections are completed, signed, dated and look for possible errors.

- Initial Parent Notification Letter: (Date must be “on or after” ESOL Entry Date)

- Annual Parent Notification Letter: (Indicate new level that should match assessment)

- Additional Assessments: Spring CELLA, OLPS-R, Online CELLA (Should match test record section). For ACCESS 2.0: Digital copy of annual assessment is acceptable. A hard copy is not required.

- ELL Committee: (Parent Invitation Letter prior to meeting, signatures, rationale, minutes). A log must be kept and should not be filed in ELL Folders.

- AMAO letters for past years (From 2008 - 2014). No AMAO letters for 2014-2015 and thereafter.

- Retained K-5 Students: Must have a ELL Committee - See Student Progression Plan for specifics.
Supervising Administrator Should Self-Audit

- **PROCEDURES FOR THREE YEARS OR MORE:**
  (Assessment and meeting – 30 days prior to anniversary/DEUSS date – NOT AFTER the anniversary date)

**Additional Requirements for Secondary Schools:**

- Copy of student’s schedule (Prior to October FTE) and whenever programmatic schedule changes take place. DO NOT discard previous schedules.

- Programmatic Assessment (Math test created by the school)

- Native Language Writing for new ESOL Level 1 students.
CONTACT INFORMATION
OFFICE MAIN TELEPHONE 305-995-2428

Melba Brito, Administrative Director
Ana M. Gutierrez, District Director
Rosy Ugalde, Executive Director

North Regional Center
Deland Innocent, Supervisor
305-995-2977
dinnocent@dadeschools.net

Central Regional Center
Alina Plasencia, Supervisor
305-995-2433
aplasencia@dadeschools.net

South Regional Center
Mercy Abadie-Lux
305-995-2098
mabadie@dadeschools.net

Charter School Operation
Mariana Bofill
305-995-1327
bofillm@dadeschools.net