

**Miami-Dade County Public Schools
Department of Bilingual Education and World Languages
Administrators' Timeline for ESOL Compliance**

2016 – 2017

Dates	To be completed
From August to October FTE	<ul style="list-style-type: none"> • Review Weekly Briefing “Opening of School ESOL Program Procedures”. • All new students must be tested within 10 days of entry into M-DCPS. • Current ESOL students tested with 2016 spring ACCESS for ELLs 2.0 should not be re-tested unless there is <i>inconsistent test data results</i> indicating the student passed FSA-ELA or met reading graduation requirements, and did not score proficient on spring ACCESS for ELLs 2.0. These students should be administered the Online CELLA and convene an ELL Committee to review most appropriate instructional setting. • ESOL students not tested for ESOL level update during the 2016 spring ACCESS for ELLs 2.0 <i>must be tested with the Online CELLA</i> in August and ESOL level updated. • ESOL students that entered the school district during spring 2016, who did not take the ACCESS 2.0 for ELLs, but were given their initial assessment using the Online CELLA do not need to be re-tested as their initial assessment level is valid. • For ELLs who exited at the end of the school year, based on the 2016 ACCESS for ELLs 2.0 and/or FSA-ELA/FCAT 2.0 graduation requirements, ensure appropriate schedule changes were done. • Review compliance with weekly briefing # 19357 “<i>End of Year Procedures and Guidelines</i>”. • All ELL Student Plans and related documents for students in attendance must be completed and printed prior to the October FTE. • 3+ Years or More Anniversary ELL Committee meetings for students with DEUSS dates of August and September must be completed by October 1. ELL Committees must use spring assessments results to recommend most appropriate instructional setting. • 3+ Years or More ELL Committee meetings must be timely to the anniversary date (within 30 days of the anniversary DEUSS date). • 3+ More Years in ESOL Control-D reports are available by the first week of every month. The report must be reviewed monthly for prompt action as described in the banner. • ELLs who meet criteria to exit the ESOL program must be exited prior to the October FTE and schedules changed as applicable. • Error Report of ELLs with a “Y” on the HLS and no assessment date must be reviewed and prompt action taken to correct. • ELLs must be coded appropriately in DSIS to reflect the correct teacher allocation (no later than the September deadline in preparation for budget conferences). • WLEP listing must be reviewed to identify “Initialized in ISIS” in order to update Program Participation in WLEP.
Dates	To be completed
From October FTE to February FTE	<ul style="list-style-type: none"> • 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

Dates	To be completed
	and second grading periods. <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.
Testing of newly arrived students take place year round upon entry and re-entry: <ul style="list-style-type: none"> • No testing is required if the student was in another school district in Florida, or a WIDA consortium state, and had participated in the 2016 ACCESS for ELLs 2.0 in the previous school district. • No testing is required if the student participated in the 2016 ACCESS for ELLs 2.0 in M-DCPS, left Miami-Dade and returns. The results of ACCESS for ELLs 2.0 are valid for an academic school year. • “New” students who have never attended 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. • Students who <i>return</i>, and exited the ESOL program in their previous district, must be exited via ELL Committee after review of exit information from the previous school district. 	
Control D Reports:	
Post Program Review <ul style="list-style-type: none"> • Product # T0511P66-01-Elementary & Secondary Decline in Element (Secondary) <ul style="list-style-type: none"> • Product # T32004302- (Periods 1&2) • Product # T32004301- (Periods 2&3) <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;"> Comparison of Prior Grading Period-Decline in Element(s) </div>	ESOL Count <ul style="list-style-type: none"> • Product # T0511P07-01 World Language Count <ul style="list-style-type: none"> • Product # T0510P35 Possible LEP Errors Report <ul style="list-style-type: none"> • Product # T0511P23 <hr/> Three Years or More/Anniversary Date in ESOL <ul style="list-style-type: none"> • Product # T0511P09-01
Establish a system to ensure that all records of students who transfer to the school are updated in a timely manner.	

If you have questions or need clarification regarding the information provided, you may contact your Bilingual Supervisor at 305-995-2428.