

English Learner (Title III Procedures)

Task	Procedure	Timeline	Person Responsible
Home Language Survey (HLS)	The HLS is included in the enrollment packet. All parents fill out the HLS upon enrollment. If there is a yes to either question the building secretary sends the HLS to English Language Coordinator and places a copy in the student's CA-60.	Upon enrollment	Jill Rowley
W-APT Screener-Administration	The W-APT is administered to all students with a yes marked for either question. W-APT link: https://www.wida.us/assessment/w-apt/	Within 10 days or 30 days at the beginning of the school year	Susan Wooton
W-APT Screener-Secure Site	Immediately after administration the W-APT scores are entered into the secure site.	After W-APT administration	Susan Wooton
Entering as LEP-Applying Criteria	Eligibility determination is made using the MDE Entrance and Exit Protocol.	After W-APT administration	Susan Wooton
Entering as LEP-MSDS	Eligible students are entered into MSDS as LEP.	After the student is found to be LEP eligible	Kelly Francisco
Parent notification Letter	Send letter home to inform parent of services. They may decline services, but the student will still be tested annually.	As soon as services are determined In the fall for students taking the WIDA	Susan Wooton
Communicating with parents	The building secretary will maintain a list of parents that request communications be sent home in a language that they understand.	On-going	Jill Rowley
ESL Program	The district provides an Alternative Language program paid for with general funds.	On-going	Will provide through ISD contract
Spring WIDA-Pre-ID	Students that are marked as LEP is MSDS by the beginning of December are automatically pre-id'd. The district will pull the reports and check for accuracy. Unassign any students that have left. Assign missing students. Send list to EL Coordinator.	December-January	Susan Wooton
Spring WIDA-Coordinator	Previews the pre-id list. Sets up an account in WIDA- AMS.	December-March	Susan Wooton

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	https://www.wida-ams.us/ Sets up the test sessions and prints on-line tickets for 1 st through 12 th grade. Works with test administrator to prepare materials for return.		
Spring WIDA-Materials orders	Materials will automatically be sent for students that are pre-id'd. Additional materials will be ordered through the WIDA AMS site.	End of January	Susan Wooton
Spring WIDA-Technology department	Sets up the technology platform	January	TCAPS Technology
Spring WIDA-Test Administrator	Previews pre-id list and recommends changes. Sets up testing schedule. Coordinates test set-up and administration with coordinator, technology department, and staff. Administers assessment to all students. Works with test coordinator to return materials.	December-March	Susan Wooton
WIDA reports	Place one copy in CA-60 Send one copy to EL coordinator. Send parent reports home with notification letter	May-June	Susan Wooton Jill Rowley
Evaluating test results	Reviews test results and make recommendations for future services and or exit.	June-September	Susan Wooton
Exiting students	Applies the MDE Entrance and Exit Protocol and seeks additional information.	August-September	Susan Wooton
Exiting students in MSDS	Students who meet the exit protocol will be exited and marked and formerly limited English proficient (FLEP)	August-September	Kelly Francisco

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