

ESOL Compliance Task Calendar Guide

Done ✓	Tasks to be Completed in August/September
Exit Procedures (Using English Language Proficiency Assessment/FSA)	
	Complete exit procedures for students who met exit criteria based on ACCESS/STATE TEST (FSA/ELA) during the first two weeks of new school year. Use the last day of school, May 29 th as the EXIT date.
	Change the existing LY Record to an LF Record in Skyward. Pages 11 – 12 Skyward ELL Training Documents.
Registration, Testing & Placement Procedures	
	Keep an updated Testing Log as students enroll.
	Ensure that registrar has entered Immigrant Status if applicable in Skyward. Path: Students, Student Profile, Special Programs, Immigrant Status and Date Entered US school – DEUSS in the Student Profile section.
This information is to be completed by the registrar (or individual(s) in charge of registrations). All documents and necessary copies are given to the ECS as a packet to create ELL folder.	<p>Check the answers on the Home Language Survey (HLS): (Registrars will provide copy of the HLS to ECS.)</p> <ul style="list-style-type: none"> ○ If the parent responds “Yes” to question <i>Is a language other than English spoken at home?</i> <ul style="list-style-type: none"> ▪ Check Skyward to determine if the student previously attended (OCPS) and has an ELL Record. Path: Students, Student Profile, Search for Student, Special Programs, *ELL. Indicate the student’s language code on the Programmatic Assessment Questionnaire. ▪ If the student is transferring from an OCPS school and is already ZZ, LY, LF, LA or LZ in Skyward, only complete the Programmatic Assessment Questionnaire. Update ELL record as applicable. ▪ If the student is new to OCPS or returning from out of state or county (6 months or more), and is LY on Skyward, add the student’s name to the <u>Testing Log</u>. If after testing is completed, the student is eligible for ESOL services, proceed to create a new ELL record or to update existing ELL record in Skyward. ▪ If the student is new to OCPS (will not be temporarily placed) parent signs and receives a copy of the Parent Rights Letter and the Programmatic Assessment Questionnaire is completed during registration. ▪ All documents are provided to the school ESOL Compliance Specialist. ○ If the parent responds “Yes” to questions: Does the student most frequently speak a language other than English? and Did the student have a first language other than English? <ul style="list-style-type: none"> ▪ Check Skyward to determine if the student previously attended (OCPS) and has an ELL Record. Path: Students, Student Profile, Search for Student, Special Programs, *ELL. Indicate the student’s language code on the Programmatic Assessment Questionnaire. ▪ If the student is transferring from an OCPS school and is already ZZ, LY, LF, LA or LZ in Skyward only complete the Programmatic Assessment Questionnaire. Update ELL record as applicable. ▪ If the student is new to OCPS, proceed to create an ELL record placing the student in ESOL on temporary basis (LP). Add the student’s name to the <u>Testing Log</u>. ▪ Student returning to OCPS from out of state or county (6 months or more) and is LY in Skyward, add the student’s name to the <u>Testing Log</u> and proceed to update the existing ELL record. If after testing is completed, the student is eligible for ESOL services, update information on Skyward. ▪ If the student is new to OCPS they are temporarily placed <u>in an ELL program receiving services pending testing</u>. In Skyward select the LP PK-12 Code when creating the new ELL record. Parent signs and receives a copy of the Parent Rights Letter and the Programmatic Assessment Questionnaire is completed during registration. ▪ All documents are provided to the school ESOL Compliance Specialist.

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	Administer IPT test to new students. Please, do not wait for the Program Assistant assigned to your school if the student will have been enrolled for 20 or more days by the time they are scheduled for your school AND/OR if you have a high number of students pending for initial assessment.
	If the student qualifies for ESOL services through the IPT and they were temporarily placed (LP), complete necessary paperwork (Notification of Eligibility, Parental Choice Letter, and Identification/Data Elements Form) and ensure that the FTE 130 code populated to the students' current schedule. ELL Instructional Models are added manually to the students' schedule.
	If the students that were temporarily placed DO NOT qualify for ESOL services based on IPT results, they would be coded LF. Pre-K students tested during the summer that are FES are coded ZZ (tested and did not qualify), but if tested once they enter Kindergarten they will become LF. Change the existing LY Record to an LF Record in Skyward.
	If the student qualifies for ESOL services based on IPT scores and they were students that answered yes to the question, Is a language other than English spoken at home? Hold an ELL meeting for placement to ensure ESOL services are needed for the student. If the committee agrees that the student needs ESOL services: Complete necessary paperwork (Notification of Eligibility, Parental Choice Letter, and Identification/Data Elements Form) create an ELL Record in Skyward, add testing information, and ensure that FTE 130 and Instructional Models are added to the students' schedule (ELL Plan). If the committee decides that the student DOES NOT benefit from ESOL services, create a ZZ record in Skyward.
	New ECSs must contact District Program Assistant to get training for administering IPT. Make sure all testing materials are stored in a secure place on site. Complete an inventory of consumable materials.
	Complete and send home Notification Eligibility/Annual Placement form for all current LY students that are roll overs from previous school year. This form is to be sent during the first two weeks of school.
Data Entry	
	Pre-K students that are tested in Kindergarten and DO NOT qualify will be coded LF and monitored for two years. Change the existing LY Record to an LF Record in Skyward.
	New students who DO NOT qualify for ESOL services will be coded ZZ regardless of the number of Y on the HLS except for the Kindergarten students described above. Create a ZZ record in Skyward.
	Ensure that all LY student schedules have 130 codes and Instructional Models if they are placed in the ESOL program.
	Students that have 12 FTE counts CANNOT have 130 codes. We CANNOT claim FTE for these students.
	Student DEUSS information MUST be entered in Skyward. All students regardless of their ESOL status should have a DEUSS date.
Extension of Instruction (EOI) for LY3+ years	
	Using English Language Proficiency Assessment-FSA/ELA - Identify students who have been in a US school for more than three years (LY 3+ years) whose DEUSS date falls between August and October 1st .
	In order to extend services an ELL committee meeting must take place within 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re- evaluation. * Student's whose DEUSS date is within the 1st two weeks of school have until October 1st to hold EOI meetings.*
	Check Extension of Instruction box in Skyward.
	Complete necessary forms
	Identify LY3+ students who have been in a US school for more than three years (LY 3+ years) whose DEUSS date falls between August and October 1 st who were in the district but DID NOT take <u>English Language Proficiency Assessment (ACCESS for ELLs 2.0)</u> . The IPT must be administered to these students within 30 days prior to their anniversary date. In order to extend services an ELL committee meeting must take place 30 days prior to the

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	anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. Update ELL record in Skyward.
	Using IPT - Identify students who have been in a US school for more than three years (LY 3+ years) whose DEUSS date falls after October 1 st . In order to extend services an ELL committee meeting must take place within 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. Update ELL record in Skyward. Exit the students who qualify for exit based on ELL Committee decision. Remove 130 funding codes and Instructional Models codes from student's schedule. In order to exit an ELL committee meeting must convene.
Multilingual Parent Leadership Council-MPLC	
	Select MPLC Chair and Co-Chair.
	Keep a binder with copies of the invitations, agendas, meeting notes and attendance signing sheet.
	Send copies of documentation to the Parent Liaison assigned to your school by the Multilingual Services Department.
	Ensure that two MPLC meetings are scheduled for the academic year. At least one MPLC by semester.
	Develop MPLC Binder and update yearly.
Done √	Tasks to be Completed in October
FTE	
	Verify that all LY students with less than six years (less than 12 FTE counts) have a 130 FTE funding and Instructional Model codes entered in their schedules: Select 130 for Funding Program Number. Select instructional model codes: E, S, I, C, O, T as applicable. For LY6+ use Basic Funding codes: 101, 102 or 103, as applicable and keep Instructional Models code.
	Print students' schedules to include minutes per week and Instructional Models codes. (Print schedules within FTE week and before date certain). FTE week October 7 to October 11. Date Certain for Survey 2, October 11. Last day to enter data in Skyward is October 4. <u>File on left side of the ELL yellow folder.</u>
	Check the Verification Error Report for your school to clear any errors on the students' records.
	Identify LF students whose monitoring D period will end before or within Survey 2 deadline. Update Monitor D and change code to LA .
	Remove all funding codes for students who have exited the ESOL program.
Registration, Testing & Placement Procedures - continues throughout the year.	
	Continue to monitor registration procedures for new students, including the required forms and data entry.
	Continue administering eligibility test (IPT) as needed.
	Enter testing data in Skyward.
Extension of Instruction (EOI)	
	Identify LY3+ students whose DEUSS date is in November.
	Administer the IPT to these students for extension of instruction/reevaluation within 30 days prior to their anniversary date. In order to extend services an ELL committee meeting must take place within 30 days prior to the anniversary date (DEUSS). The date of the ELL Meeting is the date of extension of services. Update data in Skyward.

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	Exit the students who qualify for exit based on ELL Committee decision. Remove 130 funding codes and Instructional Models codes from student's schedule. In order to exit an ELL committee meeting must convene.
	Complete necessary forms
Monitoring LF students	
	Check grades and test scores for students who are due to be monitored according to their monitoring schedule.
	Schedule an ELL Committee Meeting for students showing unsatisfactory progress. Begin MTSS process if applicable.
	Complete monitoring form A - D (based on monitoring needed), attach report card and file in the ELL folder.
	Enter monitoring information in Skyward.

Done √	Tasks to be Completed in November/December
Registration, Testing & Placement Procedures - continues throughout the year.	
	Continue to monitor registration procedures for new students, including the required forms and data entry.
	Continue administering eligibility test (IPT) as needed.
	Enter testing data in Skyward.
Extension of Instruction (EOI)	
	Identify LY3+ students whose DEUSS date is in December/ January. Administer the IPT to these students for extension of instruction/reevaluation within 30 days prior to their anniversary date. In order to extend services an ELL committee meeting must take place within 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. Update ELL record in Skyward.
	Exit students who qualify for exit based on ELL Committee decision. Remove 130 funding code and Instructional Models codes from student's schedule. In order to exit an ELL committee meeting must convene.
	Complete necessary forms
LF Monitoring	
	Monitor at the end of marking period. Complete monitoring form and enter data in Skyward. Follow monitoring procedures.
	English Language Proficiency Assessment (ACCESS) - Develop a plan for testing. Testing window will open in January.

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Done √	Tasks to be Completed in January
Registration, Testing & Placement Procedures - continues throughout the year.	
	Continue to monitor registration procedures for new students, including the required forms and data entry.
	Continue administering eligibility test (IPT) as needed.
	Enter testing data in Skyward.
Extension of Instruction (EOI)	
	Identify LY3+ students whose DEUSS date is in February. Administer the IPT to these students for extension of instruction/reevaluation within 30 days prior to their anniversary date. In order to extend services an ELL committee meeting must take place within 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. Update ELL record in Skyward. This information is entered in the LEP indicator screen.
	Exit students who qualify for exit based on ELL Committee decision. Remove 130 funding code from student's schedule. In order to exit an ELL committee meeting must convene.
	Complete necessary forms
	LF Monitoring- Monitor at the end of marking period. Complete monitoring form and enter data in Skyward. Follow monitoring procedures.

Done √	Tasks to be Completed in February/March
Registration, Testing & Placement Procedures - continues throughout the year.	
	Continue to monitor registration procedures for new students, including the required forms and data entry.
	Continue administering eligibility test (IPT) as needed.
	Enter testing data in Skyward.
FTE	
	Verify that all LY students with less than six years (less than 12 FTE counts) have a 130 FTE funding and Instructional Model codes entered in their schedules: Select 130 for Funding Program Number. Select instructional model codes: E, S, I, C, O, T as applicable. For LY6+ use Basic Funding codes: 101, 102 or 103, as applicable and keep Instructional Models code.
	Print students' schedules to include minutes per week and Instructional Models codes. (Print schedules within FTE week and before date certain). FTE week February 3 to February 7. Date Certain for Survey 3, February 7. Last day to enter data in Skyward is January 31. File on left side of the ELL yellow folder.
	Check the Verification Error Report for your school to clear errors.
	Identify LF students whose monitoring D period will end before or within Survey 2 deadline. Update Monitor D and change code to LA .
	Remove all funding codes for students who have exited the ESOL program.
Extension of Instruction (EOI)	
	Identify LY3+ students whose DEUSS date is in March and April. Administer the IPT to these students for extension of instruction/reevaluation within 30 days prior to their anniversary date. In order to extend services an ELL committee meeting must take place within 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. Update ELL record in Skyward.
	Exit students who qualify for exit based on ELL Committee decision. Remove 130 funding code from student's schedule. In order to exit an ELL committee meeting must convene.

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	Complete necessary forms
	FTE- Verify that LY students' schedules have 130 FTE Funding and Instructional Models codes. (Print schedules within FTE week and before date certain.) Follow same process as in October FTE.
	English Language Proficiency Assessment - Complete testing
	Retention- Identify students that may be considered for retention. Determine third graders who qualify for Good Cause Exemption based on DEUSS.
	LF Monitoring- Monitor at the end of marking period. Complete monitoring form and enter data in Skyward. Follow monitoring procedures.
Multilingual Parent Leadership Council-MPLC:	
	Plan and hold second MPLC meeting before the end of the school year.
	Send copies of documentation to Multilingual Services Department. File MPLC documentation in your binder.

Done √	Tasks to be Completed in April
Registration, Testing & Placement Procedures - continues throughout the year.	
	Continue to monitor registration procedures for new students, including the required forms and data entry.
	Continue administering eligibility tests, as needed.
	FSA- Prepare for FSA testing. Make sure bilingual (heritage word-to-word) dictionaries are available for LY students as well as other accommodations.
Extension of Instruction (EOI)	
	Identify LY3+ students whose DEUSS date is in May. Administer the IPT to these students for extension of instruction/reevaluation within 30 days prior to their anniversary date. In order to extend services an ELL committee meeting must take place within 30 days prior to the anniversary date (DEUSS). The date of the ELL committee meeting is the date of extension of services/re-evaluation. Update ELL Record in Skyward.
	Exit students who qualify for exit based on ELL Committee decision. Remove 130 funding code from student's schedule. In order to exit an ELL committee meeting must convene.
	Complete necessary forms

Done √	Tasks to be Completed in May/June
Registration, Testing & Placement Procedures - continues throughout the year.	
	Continue registration procedures for new students, including the required forms and data entry.
	Continue administering eligibility IPT testing as needed.
	Retention- Schedule/hold retention meetings.
	Pre-K Students - Administer IPT to students in Pre-K as of May 1 st .
	Exit Criteria- Review English Language Proficiency Assessment (ACCESS)/FSA scores to identify students who meet exit criteria as they become available.
	Exit students who met exit criteria. Send home <i>Notification of Extension/Exit.</i>
	Update ELL record on Skyward. For exit date use the last day of school.

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	Check for students that will need extension of services/re-evaluation based on DEUSS.
	LF Monitoring- Monitor at the end of marking period. Complete monitoring form and enter data in Skyward.

Done √	Tasks to be Completed in Summer/Pre-Planning
Registration, Testing & Placement Procedures - continues throughout the year.	
	Meet with registrar to make sure summer testing log is to be maintained.
	Program Assistants will request the Testing Log from the schools and schedule summer testing for incoming K students.
	Continue to review English Language Proficiency Assessment (ACCESS)/FSA scores and identify students who meet criteria for EXIT.
	Continue to exit students who met exit criteria. Send home Notification of Extension/Exit . Complete Exit documents and update ELL Folders
	Update ELL record on Skyward. For exit date use the last day of school.
	Check for students that will need extension of services/re-evaluation based on DEUSS.

Curriculum Support: (To be offered throughout the school year)	
	Identify ELL students who were retained the previous school year. Instruction needs to be differentiated to ensure their academic success.
	<u>Provide Professional Development for teachers on:</u> Understanding and using ACCESS data to provide differentiated instruction to ELLs. ...and others based on school needs
	Assist teachers with the implementation of ESOL instructional supports to be used with their ELL.
	Encourage teachers to participate in Professional Development (PD) that is offered by the Multilingual Services Department. Trainings are posted on Canvas PD Catalog.
	Recommend that teachers keep a portfolio for ELL students, especially for third graders and those who are non-English speakers.
	Ensure students in grades 3-12 have an approved heritage (word-to-word) dictionary available in the classroom. Students MUST learn how to use the dictionary for FSA.
	Ongoing ELL Committee Meetings as needed