ESOL at a Glance Detailed Requirements 2019-2020

Identification/Placement	ELL Folders/ELL Plans	Annual Reviews	REEVALS
☐ Upon registration, parents complete the HLS. If affirmative response to any of the 3 questions on the HLS assess students ☐ Administer the IPT L/S ☐ Students scoring LES or NES are placed in the ESOL Program ☐ Provide the IMT/IMS scores to be entered and open an A23 panel ☐ Update LC and DEUSS Date on A03 along with Language status and IM status ☐ After 48 hours, check if data is updated on ELLevation ☐ Generate ELL Plan*, save, print and file in ELL Folder ☐ Send home a Notification of Initial Placement letter* ☐ File a copy of the letter in the ELL Folder	☐ Initiate an ELL Folder for students who qualify for the program ☐ Complete demographic information and one box per year indicating the required documentation is enclosed ☐ Complete Programmatic Assessment and Academic Placement Review (back of folder) ☐ Generate ELL Plans* to demonstrate current services (current schedule, testing accommodations, assessment scores, etc.). Save, print and file in ELL Folder ☐ Sign and date the ELL Folder every year ☐ Use checklist on ELL Folder to ensure all required documents are filed ☐ To order folders, email esolrequests@browardschools.com	☐ Based on student's DEUSS Dates (within 30 days - August 2018 and August 2017) for years 2 and 3 ☐ Conduct meetings* on ELLevation (Only 1 signature is required) ☐ Generate, print, and sign Student Meeting Report*; File in ELL Folder ☐ Provide IMT/IMS with updated PLAN Date to enter on A23. PLAN DATE is the day of the "meeting" ☐ After 48 hours, check that data is updated on ELLevation ☐ Generate ELL Plan*, save, print and file in ELL Folder ☐ Send home a Notification of Continuation of Services* letter ☐ File a copy of the letter in the ELL Folder	☐ Based on student's DEUSS Dates (within 30 days - August 2016, 2015, 2014, etc…) for years 4 and beyond ☐ Schedule and invite parents to an ELL Committee meeting (ELL Committee Invitation letter to be sent home prior to scheduled meeting) ☐ Convene a meeting* on ELLevation ☐ Generate, print, and all present participants sign Student Meeting Report* (At least 3 school- based signatures). File in ELL Folder ☐ Provide IMT/IMS with updated PLAN Date to enter on A23. PLAN DATE is the day of the "meeting" ☐ After 48 hours, check that data is updated on ELLevation ☐ Generate ELL Plan*, save, print and file in ELL Folder ☐ Send home a notification of continuation of services* letter ☐ File a copy of the letter in the ELL Folder
See sections 1 & 2 of ESOL Handbook	See section 3 of ESOL Handbook	See section 7 of ESOL Handbook	See section 7 of ESOL Handbook
Accommodations	**Exit**	**Post Exit Monitoring**	**ELLevation**
☐ Provided to LYs on a regular basis (for teacher created tests, chapter tests, as well as statewide assessments) ☐ Assign on ELLevation* ☐ Document on teachers' lesson plans ☐ State approved accommodations are: Flexible Scheduling, Assistance in the Heritage Language, Approved Dictionary, Flexible Setting ☐ Flexible setting requires parent notification	☐ If student met state criteria, ETS will automate the exit process ☐ Convene an ELL Committee meeting* on ELLevation for students with inconsistent data ☐ Generate Parent Notification of EXIT* letter ☐ After 48 hours, check that data is updated on ELLevation ☐ Generate ELL Plan* save, print and file in ELL Folder ☐	☐ Monitor LF students for 2 years ☐ Monitoring is completed at 4 specified times based on the exit date ☐ LF Monitoring Year 1: 1st report card, End of 1st semester, and End of 1st year ☐ LF Monitoring Year 2: End of 2nd year ☐ Conduct a Post Exit meeting* (for each of the above report cards) ☐ Gather information from classroom teacher (grades, progress, etc.) ☐ File current report card along with a signed and dated Student Meeting Report	☐ Generate Student List reports on a monthly basis ☐ Generate "Active LY" report and "LF" Report. Sort by DEUSS Date to identify Annual Reviews/REEVALS ☐ Before October and February FTE, generate "ELL Plans not saved" View and "Plan Dates Out of Compliance" View to ensure all data is updated and accurate
See section 5 of ESOL Handbook	Section 6 of the ESOL Handbook	Section 7 of the ESOL Handbook	Section 12 of the ESOL Handbook

*To be completed on ELLevation

CC/SB/AP 06/3/2019