

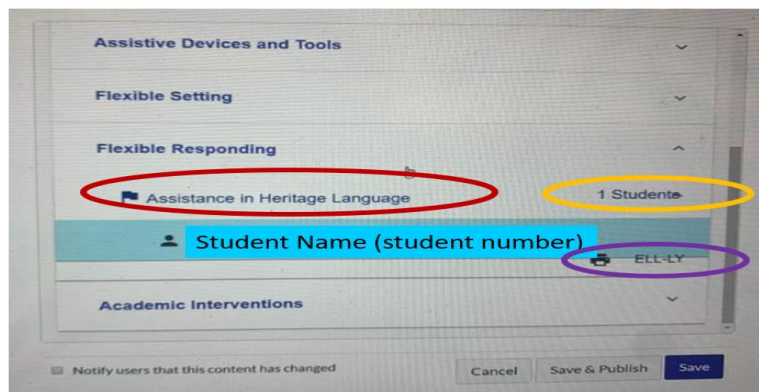
# ESOL Update 5: May 2020

## I. Accommodations (now available to view on CANVAS)

During the Remote Quarterly Meeting on April 8, 2020, we shared that assigned accommodations in ELLevation for ELLs would soon appear on Canvas. This is known as Student Educational Plans and Accommodations (SEPA). Teachers can **now** view the assigned accommodations for each student while in the edit mode, as they create assignments, discussions, quizzes, and assign specific tasks. For additional information about SEPA use this [link](#). Also, SEPA information can be found in the *Digital Resources, Easy as 1-2-3 Canvas* course.

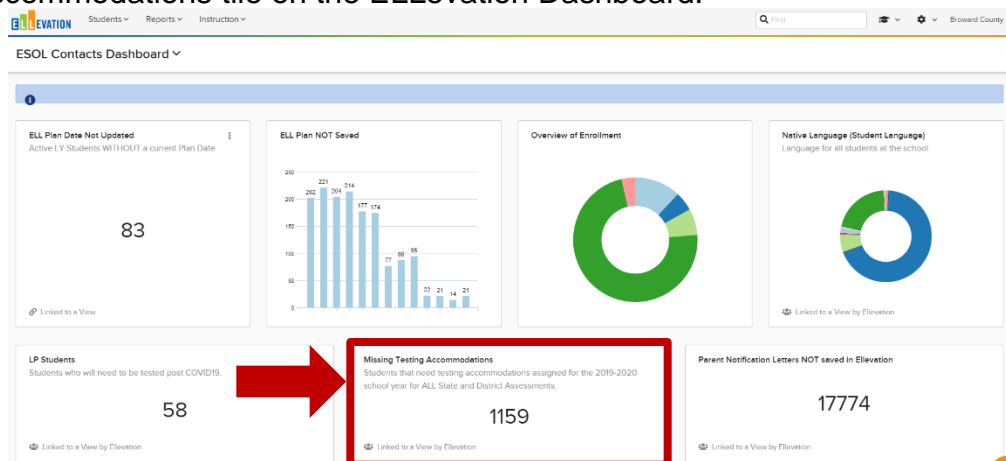
Below is an example of an ELL who has *Assistance in Heritage Language* as an accommodation.

## Accommodations on Canvas



As a result, it is important for ALL ELLs to have accommodations *assigned on ELLevation*.

Generate a list of students who do NOT have accommodations assigned using the Missing Testing Accommodations tile on the ELLevation Dashboard.



Use the image below which provides the appropriate steps to assign accommodations:

## Assigning Accommodations- ELlevation

**STEP 1- Use Missing Accommodations VIEW (Tile)**

**STEP 2- Select applicable students**

**STEP 3- Assign applicable Accommodations**

Student Name	Grade	Level	School	Date Entered U...	Home Language	ESOL Program ...
rk Springs Eleme...	LY (ELL Current)	K	Park Springs Eleme...	8/14/2019	English	8/16/2019
rk Springs Eleme...	LY (ELL Current)	K	Park Springs Eleme...	8/15/2018	Spanish	8/21/2018
rk Springs Eleme...	LY (ELL Current)	K	Park Springs Eleme...	8/14/2019	Spanish	8/14/2019
rk Springs Eleme...	LY (ELL Current)	K	Park Springs Eleme...	6/21/2017	English	12/11/2017
rk Springs Eleme...	LY (ELL Current)	K	Park Springs Eleme...	8/14/2019	English	8/14/2019
rk Springs Eleme...	LY (ELL Current)	K	Park Springs Eleme...	8/14/2019	English	8/15/2019
rk Springs Eleme...	LY (ELL Current)	K	Park Springs Eleme...	3/15/2019	English	
rk Springs Eleme...	LY (ELL Current)	K	Park Springs Eleme...	8/14/2019	English	
rk Springs Eleme...	LY (ELL Current)	K	Park Springs Eleme...	8/12/2019	English	8/16/2019
rk Springs Eleme...	LY (ELL Current)	K	Park Springs Eleme...	8/14/2019	English	8/14/2019
rk Springs Eleme...	LY (ELL Current)	K	Park Springs Eleme...	8/14/2019	English	8/16/2019
rk Springs Eleme...	LY (ELL Current)	K	Park Springs Eleme...	8/14/2019	English	8/14/2019

## II. Promotion/Retention Guidelines

If the school is considering retaining an ELL, then you must hold an ELL committee meeting and document it as a Retention Meeting on ELlevation. This meeting will have to be conducted virtually with all ELL Committee members.

Below is the section about Retention from a recent memo. If the student does not meet one of the criteria below or if the process below is not followed, the child should be promoted.

### Retention

- For students to be retained, the teacher SHOULD have indicated “NOT MEETING CRITERIA FOR PROMOTION” on Interim Report AND Quarter 4 Report Card
- Retention decisions are based on teacher recommendation from professional judgement based on available data throughout the school year.
- Parent consultation in decision, and notification of recommendation, is required.
- Principal determination of retention status is final for the report card. Appeals for review of such a decision to the Cadre Director will be heard after the report cards are issued.
- Each school’s list of student retentions, by student number, is due from the principal to Office of Informational Technology (OIT) by Friday, June 5, 2020.

### III. Frequently Asked Questions

The Bilingual ESOL Department has received several e-mails about Promotion/Retention procedures during this time of remote learning due to COVID-19. Below you will find a collection of FAQs.

**Q:** [Since we are not able to get the signatures right now, what do I put in the signature spot on ELlevation?](#)

**A:** Conduct the Retention meeting in ELlevation. Since signatures are not available in person you can add "Remote attendance via Teams" on the signature lines. Another suggestion is to screen shot the "people" who are in attendance as evidence. Upload the screen shot to Documents in ELlevation as the document type "Documentation to Substantiate Retention/Promotion Decision."

**Q:** [How do I electronically sign the Meeting Summary Report?](#)

**A:** If accessible you can use the pdf signature feature. Refer to the red circle below.

The screenshot shows the ELlevation interface with a 'Student Meeting Report' form. The form includes fields for Student #, Date, Time, Student Name, School, Grade Level, LEP Status, Gender, and DOB. It also has a section for 'ELP Assessment Results' with a table showing scores for Listening, Speaking, Reading, Writing, and Literacy across three dates: 2/1/2017, 2/1/2018, and 2/1/2019. A red circle highlights the signature icon in the top toolbar.

Test	Date	Listening	Speaking	Reading	Writing	Literacy
ACCESS for ELLs	2/1/2017 (1.7/8 / 9 )	3.4	1.1	2.4	0.9	1.0
ACCESS for ELLs	2/1/2018 (2.9/8 / 10 )	4.4	3	3.4	1.9	2.5
ACCESS for ELLs	2/1/2019 (3.2/8 / 11 )	4.5	3.3	4.4	2.3	2.7

**Q:** [The parent invite is over the phone, so how do I document that in the ELL folder?](#)

**A:** Although you are inviting the parent via a phone call, you should still follow up with an email that you can use as evidence of communication with the parent. The email may contain the call-in information to the meeting or you can attach a Parent Invitation Form. This communication would serve as the Parent Invitation evidence given the current circumstances due to COVID-19.

**Q:** [Do I still need to change the ELL plan on TERMS?](#)

**A:** At the conclusion of the meeting, the ELL plan date must be updated to the date of the meeting. Please coordinate with your IMT when the update can be entered in TERMS. After 48 hours generate, save, upload and digitally file the ELL Plan. Keep a digital file of both documents until you can print and file in the folder later.

#### IV. **Imagine Learning**

ELLs (LY & LP) with the below criteria has access to Imagine Learning until **August 1, 2020**.

- Grades K-5 has access to Imagine Learning Language & Literacy to bridge the oral language and literacy gap
- Grades 3-12 has access to Imagine Math and will work on grade level pathways or Algebra 1, Geometry, or ACT pathways based on the course assigned to them via Clever sync.

#### V. **ESOL Contact Meeting**

Please join us for the final ESOL Contact Meeting of the 2019-2020 school year. The Bilingual/ESOL Department will address pending questions, concerns, state updates and end of the year procedures given COVID-19.



**Date: Tuesday, May 26, 2020**

**Time:**

**10:00 a.m.**

**<https://tinyurl.com/y9a47rx7>**

**OR**

**3:00 p.m.**

**<https://tinyurl.com/ya8uuppx>**