

# **SECTION 6**

## **EXITING THE ESOL PROGRAM AND MONITORING EXITED STUDENTS**

**In this section, you will find information on the following:**

- Exit Criteria
- Exiting through an ELL Committee
- Documentation on TERMS
- Monitoring LF Students
- Frequently Asked Questions

## Exiting the ESOL Program

Requirements for exiting students from the ESOL Program are established by the Florida Department of Education and referenced in State Board Rule. These options are valid until **October 1<sup>st</sup> of the current school year.**

**Exiting of Students:** The IT Department **will automate the exit process on TERMS by updating the following field in TERMS (for students in grades K-2):**

- Exit date & ELL Plan date is the last day of school of the previous school year
- ESOL Status (LF)
- Tier (Z)
- A listing of students who qualify based on State Criteria will be provided via ELLevation. ESOL Contact must pull the list and generate a **Notification of English Language Program Exit** letter in the Native Parent Language (if applicable) and in English. Also, file and upload a copy of **Notification of English Language Program Exit** letter on the Document tab using ELLevation.

**State Criteria indicates that an ELL shall be determined English language proficient and exited from the ESOL program upon obtaining:**

1. Scores of “Proficient” at the applicable grade level on each statewide English Language Proficiency Assessment (ACCESS) subtest administered annually and,
2. Scores on applicable Statewide assessments, as follows:
  - a. For students in grades K-2, the statewide English Language Proficiency Assessment (ACCESS) is the only assessment required. The English Language Proficiency Level shall be a 4.0 Composite score or greater and at least 4.0 in the domain of Reading. For students with significant cognitive disabilities taking any administration for the Alternate ACCESS assessment, the proficiency level shall be a P1 composite score or greater.
  - b. For students in grades 3-9, earning a passing score on the grade level FSA in ELA or the FSAA; or
  - c. For students in grades 10-12, a score on the 10th grade FSA in ELA, or a score on the FSAA, sufficient to meet applicable graduation requirements, or an equivalent concordant score.

### **EXIT Criteria (due to COVID-19)**

- Students in grades **K-2** that score a **4 in the ACCESS for ELLs Reading domain and a 4 in the ACCESS for ELLs Composite** will be exited automatically on TERMS and status changed to LF. Generate notification of exit letter and email to parents and/or mail at a later date. Generate and save the student’s ELL plan.



- Criteria has changed for grades 3-12 due to COVID-19. Students in grades **3 – 12** will be **only** be able to exit via ELL Committee using TWO (2) of the state approved criteria.
  - a. ACCESS for ELLs score of 4 in Reading and 4 in Composite
  - b. Grades, teacher recommendations or other assessments.
 (ELL Committee Meetings can be conducted virtually).

### **Exiting via an ELL Committee**

Students can be considered for exiting via an ELL committee if the student:

- was not administered all domains of the ACCESS for ELLs and therefore did not receive a composite score.
- has an inconsistency in scores. (i.e., passed all but one domain on ACCESS for ELLs.)
- has a teacher/parent/counselor/administrator/or parent requesting a student be re-evaluated for services.
- ACCESS for ELL scores are valid until October 1<sup>st</sup> of the current school year
  - Schedule ELL Committee Meeting (must have at least 3 members in attendance, see Section 8 of ESOL Handbook).
  - Send home a parent invitation to the meeting in the home language, if available, and in English.
  - Convene ELL Committee Meeting to discuss all current data available.
  - The decision must be supported by at least two (2) of the criteria established. Two of the state approved criteria must be substantiated in the Student Meeting in ELlevation and documents to support recommendation must be included.
  - Generate, Save, Print and File Updated Student Meeting Report from ELlevation.
  - Attain signatures and file original in the blue ELL folder. Provide the parent/guardian with a copy.

**After October 1st**, any student being considered for exit by the ELL Committee shall be assessed on at least one Department-approved assessment, no earlier than thirty (30) days prior to the ELL Committee. The assessment must cover all four (4) domains, listening, speaking, reading, and writing.

- For ESE/ELLs the committee shall consider the disability and include the IEP Team. For additional information please refer to "*Guidelines for Exceptional Student Education (ESE) and English Language Learners (ELLs) PreK-12*".

If student is in years 4+ of ESOL Program, input the date of meeting in the **REEVAL** field in TERMS and a **Y** in the **EXT INS** field.

1. Verify that the **A03** panel has **LY** in the **ELL** field in TERMS.
  - Provide the teacher with an updated list of ESOL students to include this student.
2. In 48 hours, generate, save, print and file the following documents:
  - Updated ELL Plan.
  - Generate the *Parent Notification of Student Placement in the ESOL Program* in the home language, if available, and indicate the inclusion of the English version.

### **Documentation of exiting or continued placement on TERMS**

If the ELL committee recommends **exiting the student from the ESOL Program**, the following changes must be made in TERMS:

1. **A23** panel:
  - Update **PLAN** and **EXIT** to the date of the ELL Committee Meeting
  - **BASIS of EXIT: L**
2. **A03** panel:
  - **LY** will change to **LF** automatically
3. **A10** panel:
  - **PGM 130 will automatically** reflect the basic funding code for all courses
4. In 48 hours:
  - Generate, save, and print updated ELL Plan from ELLevation and file in the ELL folder
  - Generate the **Notification of English Language Program Exit** letter in the home language, if available, and indicate the inclusion of the English version.
5. Student is monitored for two years. Refer to *Monitoring LF Students* section below.

If the ELL Committee determines **continued placement in the ESOL Program**, the following changes must be made in TERMS:

1. **A23** panel:
  - Update **PLAN** with date of ELL Committee Meeting
  - Enter a **Y** in the **EXT INS** field
2. Verify that the **A10** panel reflects **130** under **PGM** column for core classes for eligible students (less than 6 years or 12 FTE survey in the ESOL Program).
3. **A03** panel:
  - Verify that the **ELL** field is **LY**.
4. In 48 hours:

- Generate, save, and print the updated ELL Plan from ELLevation and file in the ELL folder.
- Generate, save, and print the **Notification of English Language Program Exit** letter in the home language, if available, and include the English version. Send home a copy and file a copy in the ELL folder.

### **Monitoring LF Students**

The ESOL Contact obtains exited students' data (ELL status and EXIT date) from the IMT/IMS and ELLevation in order to provide teachers with a list of exited students (LF) to be monitored for 2 years from the Exit Date.

Exited students' academic performance is monitored on an ongoing basis by gathering information from classroom teachers such class performance, grades, and/or test results and documented via a post-exit Monitoring Meeting in ELLevation. File current report card along with a signed and dated Student Meeting Report. Please refer to Section 12 for procedures documenting a meeting on ELLevation.

Exited students' academic performance is also monitored at these four specified times:

- First report card
- End of first semester
- End of first year
- End of second year

If the student's performance is **satisfactory**, the ESOL Contact records the information under Post-Exit Meeting in ELLevation. The student is monitored for two (2) years following his/her exit.

If the student's performance is **not satisfactory**, the ESOL Contact dates, signs, and records a comment to that effect on ELLevation by convening an Additional Meeting and filing a copy in the ELL folder. An ELL Committee is convened and the parent(s) is/are invited. The ELL Committee determines if the student's academic underperformance is related to his/her English language ability.

*The ELL Committee may recommend reentry into the ESOL Program or placement in other appropriate programs, which will address the current needs of the student.*

Two of the state approved criteria must be substantiated in the Student Meeting in ELLevation and documents to support recommendation must be included:

- (a) extent and nature of prior educational and social experiences; and
- student interview;

- (b) written recommendations and observations by current and previous instructional and supportive services staff;
- (c) level of mastery of basic competencies or skills in English and/or home language according to appropriate state, and national criterion-referenced standards;
- (d) grades from the current or previous years;
- (e) test results from tests other than ACCESS for ELLs or FSA

If the student is reclassified as ELL, ESOL Contact records the information in ELLevation under the Additional Reevaluation Meeting and a copy is filed in the ELL folder. The ESOL Contact provides the IMT/IMS with the following information to be entered in TERMS:

1. **A23** panel:
  - update **PLAN** and **RECLASS** with date of ELL Committee Meeting
  - enter a **Y** in the **EXT INS** field
  - enter “L” as Basis of Entry
2. The **A10** panel will automatically reflect **130** under **PGM** column for core classes.
3. **A03** panel:
  - verify that the **ELL** field is **LY**.
4. In 48 hours:
  - Generate, save, print and file updated ELL Plan from ELLevation and file in the ELL folder
  - Generate the *Parent Notification of Student Exiting from the ESOL Program* in the home language, if available, and indicate the inclusion of the English version.

Refer to Section 12 of the ESOL Handbook for specific directions on utilizing the Exit Center and monitoring LF students.

Information related to exiting ELLs/ESE students is found in the Guidelines for Exceptional Student Education (ESE) and English Language Learners (ELLs) PreK-12.

**ELL Status LA is a student that has completed the 2-year monitoring period.**

The LA ESOL status is used for Accountability purposes at the Federal level. Students who are labeled “LA” are not monitored for ESOL progress and do not receive testing accommodations. This term is used only to identify students in years 3 and 4 after exiting for ESSA.

## Frequently Asked Questions

### **SECTION 6 Exiting the ESOL Program and Monitoring of Exited Students**

**Q: Should an ELL Committee be convened when an ELL student meets some, but not all, of the exit criteria?**

**A:** An ELL Committee may always be convened for students in grades K-12 with inconsistent test data, but it is only required if the committee recommends exit.

**Q: Does an ELL Committee need to be convened whenever an ELL is being exited from the program?**

**A:** No. An ELL Committee is not needed to exit students if they met all required criteria.

**Q: Can a student exit if they score FES on IPT but does not have ACCESS scores?**

**A:** No. IPT is not one of the criteria for exit. This student can only exit through the recommendation of an ELL Committee meeting.

**Q: Can a student remain in the ESOL program if they met exit criteria?**

**A:** No. It is recommended that students that met exit criteria are exited and monitored for 2 years. During that time, students maybe reclassified through the recommendation of an ELL Committee.

**Q: If a student met exit criteria last year but was not exited on TERMS can I exit them now?**

**A:** No. Exit scores are only valid until October 1<sup>st</sup> of the current school year. You must convene an ELL committee meeting and bring current scores to the table to make recommendation to exit.