

SECTION 7

ANNUAL REVIEW EXTENSION OF SERVICES (REEVALS)

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

- Annual Update of English Language Learner (ELL) Plan
- Recommendations for Continued Placement in ESOL Program
- Meeting Center on ELLevation
- Frequently Asked Questions and Answers

ENGLISH LANGUAGE LEARNER PLAN

Annual Update of English Language Learner Student Education Plan

In accordance to Rules 6A-6.0901 and 6A-6.0902, ELL educational plans must be updated annually to ensure that proper placement and services are provided to ELLs. All updates are documented on ELLevation and an ELL Plan is dated and printed for the ELL Folder. The annual update of the education plans must take place at the beginning of the school year and the plan date must be updated on TERMS any time there is a change in the student's course schedule.

A copy of the ELL Plan from ELLevation, which includes the student's current course schedule, must be generated, saved, printed and filed in the ELL Folder. The plan date must be updated on TERMS any time there is a change in the student's course schedule,

Recommendations for Continued Placement in ESOL Program

The following is documented on ELLevation Meeting Center:

For Students Entering Years 2 and 3: Annual Review

- The ESOL Contact must make recommendations for continued placement in the ESOL Program within 30 days prior to the anniversary date (*e.g., Date of Entry in a United States School, if DEUSS is not available use the Date of Entry in the ESOL program*) for every ELL receiving services in the program.
- For a recommendation for years 2 and 3, the Annual Review must be documented on ELLevation and an ELL Plan is generated, saved, printed and filed for the ELL Folder.
- The Information Management Technician/Specialist (IMT/IMS) must also update the plan date on the A23 Panel.
- A formal ELL Committee meeting is not required. The ESOL Contact reviews data to make the appropriate recommendation.
- Please note: It is recommended to include meeting notes to capture student progress as well as any specific information utilized during the meeting.
- Generate, save, print and file a dated notification of English Language placement or continuation in program in home language and English to be sent home and a copy to be filed in ELL Folder (Refer to Section 12 for how to generate on ELLevation).

For Students Entering Years 4, 5, 6 and beyond: REEVALUATION Procedures for Annual Extension of ESOL Program Services After Three-Year Base Period

- An ELL Committee must make recommendations for extension of services on the ESOL Program within 30 days prior to the anniversary date (*e.g., Date of Entry in a United States School, if DEUSS is not available use the Date of Entry in the ESOL program*) for every ELL who has completed a 3-year base period.

- Any student being considered for extension of services shall be assessed with IPT (L, S, R, and W) no earlier than 30 days prior to the student's anniversary date. However, if the anniversary date is before October 1st, the student's ACCESS for ELLs and FSA scores of the current school year can be used in lieu of IPT.
- The ELL Committee must convene to review the student's current data and make placement recommendation. ELL Committee Meetings are documented on the Meeting Center in ELLevation see Section 12
- Once the committee has finalized recommendations, generate, save, print and file the student Meeting Report after obtaining signatures, place the original in the ELL Folder.
- Please note: It is recommended to include meeting notes to capture student progress as well as any specific information utilized during the meeting.
- Generate, save, print and file a dated notification of English Language placement or continuation in program in home language and English to be sent home and a copy to be filed in ELL Folder (for specific notification required refer to Section 12).

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

For Extension of Services (REEVALs), provide IMT/IMS pertinent information such as:

- **NTL PCT** Listening/Speaking (L/S) Percentile Scores
- **DES ID** Reading/Writing (R/W) Designation Codes:
 - (NER, LER, CER) and (NEW, LEW, CEW)
 - **DATE** Date of test (Note: If assessments are given on different dates multiple A21 panels must be opened)
- **REEVAL** date and **PLAN** date. These will be the date of the ELL Committee meeting.
- If the decision of the meeting is to EXIT the student during the Extension of Services (REEVAL) meeting, provide the IMT/IMS all the above in addition to the EXIT Date (which is the date of the ELL Committee meeting). The PLAN date

should always match the EXIT date. This information will be reflected in ELLevation. Therefore, the PLAN date, REEVAL date, and the EXIT date will all be the same date as the ELL Committee meeting date.

Students who are beyond 6 years or 12 FTE periods:

Students who are beyond 6 years or 12 FTE periods of receiving ESOL services cannot generate WFTE funding for the district. Lack of ESOL funding eligibility does not relieve districts of any obligation they have under state or federal law to continue to provide appropriate services to ELLs beyond the 6 years of state ESOL program funding. Calculations for funding is based on the Date of Entry in the ESOL program, not the DEUSS date.

The IMT/IMS must remove Program Number 130 (A10 Panel), keep the instructional model code (A10 Detail) and update the PLAN date. Please refer to State Guidelines for English Language Learners for more information.

Frequently Asked Questions and Answers

Q: When is the continuation letter sent home?

A: Parents are notified of continuation services based on the student's anniversary date (DEUSS date).

Q: What is required for REEVALs?

A: The state requires an assessment in all four domains (L/S/R/W) and the recommendation of the ELL committee. Before October 1st you can use the data from the spring administration of the state assessments for English Language Learners and the state Reading test. After October 1st, you cannot use the data from the spring administration of the state assessments for English Language Learners and the state Reading test. Therefore, an assessment in all four domains (L/S/R/W) is required (IPT).

Q: When is the ELL Plan generated on ELlevation?

A: A current ELL Plan must be generated, saved, printed and filed every time there is a change in education services provided to ELLs. For example, in the beginning of the year when the ELL Plan is reviewed and schedules are assigned, when an annual review or REEVAL is due, etc.

Q: What is updated on TERMS when the ELL Plan is updated?

A: The PLAN Date is updated on the A23 every time the ELL Plan is updated. For students requiring a Reevaluation (4th, 5th, 6th year and beyond), the REEVAL date and the PLAN date must be update.