

# ESOL Update 1: July 2020

ESOL Contacts: During the summer we have been working with ELlevation to add features to the platform which facilitate your work. These features are found within various areas in ELlevation including the Dashboard, Meeting center, and more.

## I. ELlevation

**Electronic Signatures (E-sign)** are available for all meetings. Effective July 21, 2020, in order to conduct meetings virtually E- Sign may be used for:

- Annual Reviews
- ELL Committee Meetings (REEVALs, exit meetings, retention meetings, etc.)

The screenshot shows the ELlevation Meeting Center interface. At the top, there are four tabs: UNSCHEDULED (333), SCHEDULED (1), OPEN (4), and FINALIZED (39). The 'OPEN' tab is selected and highlighted with an orange box. Below the tabs, there are filters for Student Name, School, Grade, and Teacher Name. A table lists 4 students meeting the search criteria. The table has columns for Student, Grade, Meeting Date, and Status. The students listed are Aguilar-Jeronimo, Helen (K), Ali, Shirley (6), Amendola, Catalina (9), and Anreivich, Leonid (3). A dropdown menu is open over the table, showing actions: Perform Meeting(s), Finalize Meeting(s), E-Sign and Finalize Meeting(s) (highlighted with an orange box), Edit Meeting dates(s), Edit Meeting attendees, and Delete Meeting(s). On the right, there are 'Perform Action' buttons for each row.

Student	Grade	Meeting Date	Status
<input checked="" type="checkbox"/> Aguilar-Jeronimo, Helen	K		
<input checked="" type="checkbox"/> Ali, Shirley	6		
<input checked="" type="checkbox"/> Amendola, Catalina	9	4/5/2017	Open
<input type="checkbox"/> Anreivich, Leonid	3	4/5/2017	Open

**LF Post Exit Monitoring Meetings** now are automatically populated in the Meeting Center based on the 2020-2021 report card schedule. Post exit monitoring will be conducted virtually.

The screenshot shows the ELlevation Meeting Center interface for the 2nd Year Annual Evaluation. At the top, there are tabs for various meeting types: 2nd Year Annual Evaluation, 3rd Year Annual Evaluation, 4th Year Reevaluation, 5th Year Reevaluation, 6th Year Reevaluation, Additional Meeting, Additional Reevaluation Meeting, Exit Meeting, Initial Placement Meeting, Post-Exit Monitoring Meeting, Retention Meeting, MTSS/RTI Meeting, and LF Post-Exit Monitoring (highlighted with a red box). Below the tabs, there are filters for Student Name, School, Grade, Teacher Name, and Student Group. A table lists 0 students meeting the search criteria. The table has columns for Student, Grade, Meeting Date, and Status. The students listed are Training School (K), Ali (6), and Amendola, Catalina (9). A dropdown menu is open over the table, showing actions: Perform Meeting(s), Finalize Meeting(s), E-Sign and Finalize Meeting(s) (highlighted with an orange box), Edit Meeting dates(s), Edit Meeting attendees, and Delete Meeting(s). On the right, there are 'Perform Action' buttons for each row.

Student	Grade	Meeting Date	Status
<input type="checkbox"/> Training School	K		
<input type="checkbox"/> Ali	6		
<input type="checkbox"/> Amendola, Catalina	9		

**LP status** Based on the response(s) to the Home Language Survey (HLS), potential ELLs enrolled during COVID-19 will be coded **LP** (*student is in grades K-12th, “yes” is marked for any of the 3 HLS questions, and is pending initial placement assessment*). A copy of the [Emergency order](#) must be uploaded to the student’s documents tab in ELlevation.

**Q:** Can you clarify LP procedures, saving ELL plan, uploading parent letter, and emailing copy to parent?

**A:** Instructions are as follows.

1. LP students will receive ESOL services while pending IPT assessment.
2. An **LP Tile** is on ELlevation *Dashboard* to assist in identifying students at your school.
3. Use the student list to assign all **accommodations** for LP students and to notify teachers.
4. Save **ELL Plan** and generate a **Notification Placement Letter**.
5. Please note, the language of the letter has changed to include language of COVID-19.
6. **Save** and **upload** the parent letter and email to parents or send later.
7. Keep all records **digitally** for now.
8. **Once students return to school they must be assessed and classified as usual, if the students meet placement criteria.**

## II. IPT Assessment for New Students (Initial Placement)

Broward will continue to use the **LP code** until further notice. However, schools may begin to administer the IPT for the 2020-2021 school year as long as all CDC guidelines are followed. It is up to the school administration to make that determination. If school staff and/or parents do not feel comfortable with testing, the state allows us to continue to use the LP status (pending assessment). Schools may also use TEAMS to administer the IPT in a virtual format.

## III. Exiting Students

- **ACCESS for ELLs scores** will be released in **September**.
- **EXIT Criteria**
  - 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.
    1. ACCESS for ELLs score of 4 in Reading and 4 in Composite
    2. Grades, teacher recommendations or other assessments. (ELL Committee Meetings can be conducted virtually using TEAMS).

**Parent Notifications-** Automatic saving feature on ELlevation **will soon** be available! Parent Letters will be saved like the ELL plan. There is no need to upload the Parent Letters to the student’s document tab after it is generated. The letter will be saved within ELlevation



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under the student's Documents tab. It is required to email the generated letter to the parents if possible and/or keep an electronic copy to send home at a later date.