

ESOL at a Glance Detailed Requirements 2020-2021

ELlevation Platform	Identification/Placement	ELL Folders/ELL Plans	Accommodations
<p>Below are some key views (reports) available on ELlevation dashboard helpful in ensuring compliance when reviewed monthly.</p> <ul style="list-style-type: none"> <input type="checkbox"/> LP view tile identifies students pending initial placement assessment <input type="checkbox"/> Active LY view when sorted by DEUSS Date assists to identify Annual Reviews/REEVALS <input type="checkbox"/> 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 <input type="checkbox"/> <i>Generate, electronically sign (e-sign), print, save, and upload file all Student Meeting Reports in ELL Folder</i> <input type="checkbox"/> <i>Generate, save, print, file and send home the Parent Notification Letters</i> <input type="checkbox"/> <i>Generate, save, print, file student’s ELL Plan in ELL folder</i> <p>See Section 12 of the ESOL Handbook</p>	<p>Upon registration, parents complete the HLS. If affirmative response to any of the 3 questions on the HLS assess students.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administer the IPT L/S (check for LP students on ELlevation) <input type="checkbox"/> Students scoring LES or NES are placed in the ESOL Program <input type="checkbox"/> Provide the IMT/IMS scores for A20, LC for A03 panel, and open an A23 panel <input type="checkbox"/> After 48 hours, check if data is updated on ELlevation <input type="checkbox"/> <i>Generate ELL Plan, save, print and file in ELL Folder</i> <input type="checkbox"/> <i>Generate, save, print two copies, file and send home a Notification of Initial Placement letter</i> <p>See Sections 1, 2, & 12 of ESOL Handbook</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate an ELL Folder for students who qualify for the program <input type="checkbox"/> Complete demographic information <input type="checkbox"/> Review Academic History and complete Programmatic Assessment and Academic Placement Review (back of folder) <input type="checkbox"/> Sign and date the ELL Folder every year <input type="checkbox"/> Use checklist on ELL Folder to ensure all required documents are filed <input type="checkbox"/> <i>Generate ELL Plans to demonstrate current services (current schedule, testing accommodations, assessment scores, etc.). Save, print and file in ELL Folder</i> <input type="checkbox"/> To order folders, email esolrequests@browardschools.com <p>See Sections 3 & 12 of ESOL Handbook</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provided to LYs and LPs on a regular basis (for teacher created tests, chapter tests, as well as statewide assessments) <input type="checkbox"/> <i>Assign on ELlevation</i> <input type="checkbox"/> Document on teachers' lesson plans <input type="checkbox"/> State approved accommodations are: Flexible Scheduling, Assistance in the Heritage Language, Approved Dictionary, Flexible Setting <input type="checkbox"/> Flexible Setting requires parent notification. <input type="checkbox"/> <i>Generate, print two copies, upload, file one copy and send home one copy of the Flexible Setting letter</i> <p>See Sections 5 & 12 of ESOL Handbook</p>
Annual Reviews (years 2 & 3)	REEVALS (years 4 and beyond)	Exit	Post Exit Monitoring
<p>Based on student’s DEUSS date (within 30 days - August 2019 and August 2018) for years 2 and 3 in the program.</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Conduct meetings on ELlevation</i> <input type="checkbox"/> <i>Generate, e-sign (only 1 signature is required), upload, print, and file Student Meeting Report in ELL Folder</i> <input type="checkbox"/> Provide IMT/IMS with updated PLAN Date to enter on A23. PLAN DATE is the day of the Annual Review <input type="checkbox"/> After 48 hours, check if data is updated on ELlevation <input type="checkbox"/> <i>Generate ELL Plan, save, print and file in ELL Folder</i> <input type="checkbox"/> <i>Generate, save, print two copies, file one copy in ELL folder and send home one copy of Notification of Continuation of Services letter</i> <p>See Sections 7 & 12 of ESOL Handbook</p>	<p>Based on student’s DEUSS date (within 30 days - August 2017, 2016, 2015, etc...) for years 4 and beyond:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule and invite parents to an ELL Committee meeting (ELL Committee Invitation letter to be sent home prior to scheduled meeting) <input type="checkbox"/> <i>Convene a meeting on ELlevation</i> <input type="checkbox"/> <i>Generate, e-sign (at least 3 school-based signatures), upload, print, and file Student Meeting Report in ELL Folder</i> <input type="checkbox"/> Provide IMT/IMS with updated PLAN DATE to enter on A23. PLAN DATE is the day of the meeting <input type="checkbox"/> After 48 hours, check if data is updated on ELlevation <input type="checkbox"/> <i>Generate ELL Plan, save, print and file in ELL Folder</i> <input type="checkbox"/> <i>Generate, save, print two copies, file one copy in ELL Folder and send home one copy of Notification of Continuation of Services letter</i> <p>See Sections 7 & 12 of ESOL Handbook</p>	<ul style="list-style-type: none"> <input type="checkbox"/> If student met state criteria, ETS will automate the exit process for students in grades K-2 <input type="checkbox"/> Convene an ELL Committee meeting*on ELlevation for students in grades 3-12 using ACCESS scores and one other state approved criteria <input type="checkbox"/> <i>Generate, e-sign, upload, print and file the Student Meeting Report in the ELL Folder</i> <input type="checkbox"/> <i>Generate, save, print two copies, file one copy and send home one copy a Notification of EXIT letter</i> <input type="checkbox"/> After 48 hours, check that data is updated on ELlevation <input type="checkbox"/> <i>Generate, save, print, and file the ELL Plan in the ELL Folder</i> <p style="text-align: center;">EXIT Criteria for 20-21 has been modified due to COVID-19.</p> <p>See Sections 6 & 12 of the ESOL Handbook</p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Generate “LF” view. Sort by Exit Date</i> <input type="checkbox"/> Monitor LF students for 2 years <input type="checkbox"/> Monitoring is completed at 4 specified times based on the <u>EXIT date</u> <input type="checkbox"/> <i>Conduct meetings on ELlevation (Only 1 signature is required)</i> <input type="checkbox"/> <i>Review data grades, assessment data, progress monitoring, etc. Print Report Cards</i> <input type="checkbox"/> Accommodations for LF students if needed will be added during the Post Exit Monitoring Meeting <input type="checkbox"/> <i>Generate, e-sign, upload, print, and file the Student Meeting Report in ELL Folder</i> <input type="checkbox"/> LF Monitoring Year 1: 1st report card, End of 1st semester, and End of 1st year <input type="checkbox"/> LF Monitoring Year 2: End of 2nd year <p>See Sections 6 & 12 of the ESOL Handbook</p>