

## Initial Placement in the ESOL Program

### Students Entering SLPS from Out of State or Private Schools

**Procedure for Initial Placement -Student entering from out of State or Private Schools:**

Step 1: **HLS with at least 1 “Yes” to any of the three questions.**

Step 2: Test students as follow **(Complete a Delay of Testing form if applicable)** *ESOL Share Point -ESP*

K-2 Grade		3-12 Grade	
What Test to use?		What Test to use?	
Kindergarten WIDA Screener		WIDA Online Screener	
Scores Interpretation		Scores interpretation	
1.0 – 3.5 in Listening <b>OR</b> Speaking student qualifies for ESOL  <b>Complete Initial Form</b>	4.0 – 6.0 in Listening <b>AND</b> Speaking student does not qualify for ESOL.  <b>Complete FES Forms</b>	1.0 – 3.5 in Reading <b>OR</b> Composite Student qualifies for ESOL. <b>Complete Initial Placement Form</b>	4.0 – 6.0 in Reading <b>AND</b> Composite Student does not qualify for ESOL  <b>Complete FES Form</b>

Step 3: Complete data entry form for Initial placement **using DEUSS Date of previous state/private school.**

Step 4: Have data specialist enter information in skyward **within 2 weeks.**

Step 5: Complete Initial Placement paperwork or FES Paperwork on **Ellevation.**

Step 6: Print, sign, date, staple, and **file all documents.**

\*\*Note: ESOL Folders **Must** include\*\*

FES Packet ( <i>ESP</i> )	ELL Packet ( <i>ELV</i> )
<ul style="list-style-type: none"> <li>• Original <b>Home Language Survey</b></li> <li>• WIDA Screener Score Report</li> <li>• Notification of Program Placement in English and Parent Home language if available.</li> <li>• Copy of Delay of Testing (if applicable)</li> </ul> <p><b>Send parent a copy:</b>  <b><u>Notification of Placement indicating non-eligibility of services in parent Home Language if available</u></b></p>	<ul style="list-style-type: none"> <li>• Original <b>Home Language Survey</b></li> <li>• WIDA Screener Score Report</li> <li>• Initial ELL Plan</li> <li>• Notification of Program Placement in English and Parent Home language if available.</li> <li>• Copy of Delay of Testing (if applicable)</li> </ul> <p><b>Send parent a copy:</b>  <b><u>Notification of Placement indicating eligibility of services in parent Home Language if available</u></b></p>

## Initial Placement in the ESOL Program

### Students Entering SLPS from Out of State or Private Schools

#### PROGRAMMATIC ASSESSMENT PARENT/STUDENT INTERVIEW

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_

School Name \_\_\_\_\_ DEUSS \_\_\_\_\_ Date \_\_\_\_\_

In Accordance with State rule 6A-6.0902: Each school district shall seek to document the prior schooling experience of ELLs by means of school records, transcripts and other evidence of educational experiences, and take such experiences into account in planning and providing appropriate instruction to such students. For foreign-born students, the same district adopted policies regarding age appropriate placement shall be followed as are followed for students born in the United States.

Is the student literate in their native language?      Yes                      No

When did the student learn to read? Age \_\_\_\_\_

Where did the student attend school? \_\_\_\_\_

How many years did the student attend school? \_\_\_\_\_

Was the student's attendance consistent?              Yes                      No

Was the student enrolled in any special programs? \_\_\_\_\_

If yes, please specify: \_\_\_\_\_

Was there any interruption in the student's formal education?      Yes                      No

If yes, explain why \_\_\_\_\_

In which subject is the student excelling? \_\_\_\_\_

## Initial Placement in the ESOL Program

### Students Entering SLPS from Out of State or Private Schools

#### PROGRAMMATIC ASSESSMENT GRADE PLACEMENT CHECKLIST

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_

School Name \_\_\_\_\_ DEUSS \_\_\_\_\_ Date \_\_\_\_\_

In Accordance with State rule 6A-6.0902: Each school district shall seek to document the prior schooling experience of ELLs by means of school records, transcripts and other evidence of educational experiences, and take such experiences into account in planning and providing appropriate instruction to such students. For foreign-born students, the same district adopted policies regarding age appropriate placement shall be followed as are followed for students born in the United States.

**Check ALL options considered in grade level placement.**

Age appropriate

Interview student's parent or guardian to determine prior educational experiences and academic subject competencies.

Results of Interview if student **does not** have records:

Grade the student was in during previous school year: \_\_\_\_\_

Type of school student attend:                  Rural                  Urban                  Private                  Public

Total number of years the student was in school: \_\_\_\_\_

Was the student ever retained?                  No                                  Yes    Which grade? \_\_\_\_\_

Review of student's cumulative folder:

Previous school record (attach copy)

Verified promotion or retention.

Verified the academic calendar previous school.

Checked academic year of report card.

Checked sending county's educational system and grade level equivalency with the U.S.

Insync grade level formative assessment in native language when feasible.

Literacy Test Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Results \_\_\_\_\_

Math Test Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Results \_\_\_\_\_

Language assistance was provided by \_\_\_\_\_

## Initial Placement in the ESOL Program Students Entering SLPS from Out of State or Private Schools

### ESOL DATA INPUT FOR INITIAL PLACEMENT

**Please enter as soon as received. Student's schedule must be created with appropriate funding codes.**

ESOL data will be available in Ellevation the next business day.

<b>Student Name:</b>	<b>Student ID:</b>	<b>DEUSS:</b>	<b>Date Completed:</b>
----------------------	--------------------	---------------	------------------------

*Skyward Pathway: **SPECIAL PROGRAMS-ELL- ADD New Record***

Begin Sts <a href="#">Click to Open</a>	<b>Start Date:</b>	<b>End Date:</b> <i>(Not Applicable)</i>	Check Extension of Instruction <i>(Not Applicable)</i>
<b>Referral Date:</b>	<b>Classification Date:</b>	<b>Reevaluation Date:</b> <i>(If Applicable)</i>	<b>Student Plan Date:</b>
Program Participation <b>Type Code E</b> (English Speakers of Other Languages)	PK-12 <b>Type Code LY</b> (The students is classified as limited English proficient)		Fund Source <b>Type Code E</b> (Title III Part A)
<b>Basis of Entry:</b> <a href="#">Check One Box</a> <b>A</b> (Oral/Aural) <b>R</b> (Reading & Writing) <b>L</b> (ELL/LEP Committee)		<b>Basis of Exit 1:</b> <b>Z</b> <i>(Not Applicable)</i>	<b>Basis of Exit 2:</b> <b>Z</b> <i>(Not Applicable)</i>
<b>Reclassification Date</b> <i>(Not Applicable)</i>			<b>Exit Date:</b> <i>(Not Applicable)</i>
<b>Access for ELLs Tier Placement:</b>		<b>Entrance Comment:</b>	<b>Exit Comment:</b> <i>(Not Applicable)</i>

**Records with NO testing data will not be transmitted in surveys and funding will not be claimed for the student.**

<b>Test Date:</b>	<b>Test Name:</b>	Check Box with Test with Multiple Scores	<b>Test Form:</b> Only Applicable with CELLA	<b>Test Level (Leave Blank)</b>	<b>Entry</b>
Designation: Leave Blank			Proficiency Level: Leave Blank		
Listening Test Subject Content: <b>18</b>	<b>Test Score Type:</b>		<b>Test Score:</b>		
Speaking Test Subject Content: <b>18</b>	<b>Test Score Type:</b>		<b>Test Score:</b>		
Reading Test Subject Content: <b>10</b>	<b>Test Score Type:</b>		<b>Test Score:</b>		
Writing Test Subject Content: <b>30</b>	<b>Test Score Type:</b>		<b>Test Score:</b>		

**Access for ELLs Tier Placement Guide**

**Tier A:**  
Newly arrived in the United States or for ELL students who scored **1.0 – 2.0** Access for ELLs Overall Composite Proficiency Level Score. IPT Score 0001.

**Tier B:**  
For students who scored **2.1 – 3.0** Access for ELLs Overall Composite Proficiency Level Score. IPT Score 0003.

**Tier C:**  
For students who scored **3.1 – 6.0** Access for ELLs Overall Composite Proficiency Level Score. IPT Score 0006.

**Code D:**  
For students who take the **Alternate FSA (FSAA)**

**Code Z:**  
For students who are being exited (LF) or have been exited (LZ) from the ESOL program  
All Kindergarten Students.

## Initial Placement in the ESOL Program Students Entering SLPS from Out of State or Private Schools

### Please Remember

1. Follow procedures in first page of this packet.
2. Print pages 2 – 4 of this packet.
3. Provide Data Specialist with **Data Input Form** prior to completing student's ELL Plan in Ellevation. Allow one business day for data to be reflected in Ellevation.
4. Print ELL Plan in Ellevation. Sign all documents requiring signatures.
5. Attach the following documents to student's ELL Plan and file in ESOL folder:
  - a. Home Language Survey
  - b. Programmatic Assessment
  - c. Copy of Delay of Testing (if applicable)
  - d. Copy of Notification of Program Placement (English and student's native language)
  - e. Copy of student's educational record (if applicable)

### WIDA Screener ESOL Entry Criteria

