



Division of Bilingual Education and World Languages

2013-2014 ELEMENTARY - END OF YEAR REMINDERS

➤ PRE-K

- ✓ **Pre-K** students need to be assessed with the M-DCOLPS-R by May 30, 2014. **The following information must be entered in ISIS - "J" Screen by June 6, 2014:**

Score of 20 - Proficient	Score less than 20 - ESOL level 1-4
Assessment Date	Assessment Date
Aural/Oral results	Aural/Oral results
LEP: N	LEP: Y
	ESOL level

* ESOL Program **Entry Date** will be entered at the beginning of the school year when the student enters Kindergarten (2014-2015)

➤ **EXIT CRITERIA for end of 2013-2014 school year:**

<p>Florida Board Rule requires that the exit from the ESOL program be based on the following instruments:</p> <ul style="list-style-type: none"> ✓ K-2 CELLA (proficient in all modalities). ✓ 3-5/6 CELLA (proficient in all modalities) and FCAT level 3 or higher.
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➤ **EXIT CODES (Entered by ITS):**

GRADE	CODES	BASIS OF EXIT
K-2	H	CELLA-proficiency in all modalities
3-5/6	I	CELLA-proficiency in all modalities and FCAT Reading level 3 or >

- ✓ ESOL levels and exit information will be automatically updated by ITS on the "J" screen in ISIS using the 2014 Spring CELLA composite scores. All updates will take place prior to the beginning of the 2014-2015 school year.

➤ **IMPORTANT REMINDERS:**

✓ **RETENTION:**

- ❖ Follow procedures stipulated in **Briefing #15534** for students in grades K-2 (May 2, 2014 deadline for submission).
- ❖ ELLs in grade 3 who have been in the ESOL program for less than two years (Cutoff date, May 1, 2012) may be exempted from the mandatory retention as provided in Section 1008.25(6) (b), Florida Statutes. Promotion for ELLs in third grade with less than two years in an ESOL program is to be based, on **good cause #1** as defined on page 26 of the Student Progression Plan. Additional information on retention and promotion of ELL students is found on pages 23 - 28 of the Student Progression Plan. Once retention /promotion is completed in ISIS for **third grade** students, update the program Retention/section on the WLEP, print and sign.
- ❖ Retention for any grade except third grade requires the action of an ELL Committee.

- **WLEP** - Reminders of what should have already occurred:
 - ✓ **ELL Student Plan**- updated with the following information upon entry into the ESOL program:
 - ❖ Program Participation – updated with 2013 – 2014 information.
 - ❖ Signature, employee number, and date (student’s entry date of current school year) must be on the front page of 2013 - 2014 Individual Student ELL Plans).
 - ❖ Program Update
 - Extension of ESOL Services (Three Years or More Anniversary date in ESOL) when testing is required
 - Former M-DCPS ELL student who enters without a current ESOL level/test
 - ❖ ELL Committee
 - Extension of ESOL Services (Three Years or More Anniversary date in ESOL)
 - Retention
 - Not Making Adequate Progress
 - ❖ Post Program Reviews - must be current for all ELLs within the two-year monitoring period.

- **ELL STUDENTS WITH DISABILITIES (SWD)**
 - ✓ For those students with disabilities transitioning from Pre-k to Kindergarten and whose parents indicated “yes” to one of the questions on the Home Language Survey, the ESOL level will be assessed within 20 days of enrollment into kindergarten.
 - ✓ For students with disabilities (SWD) who participated in the Spring administration of the Comprehensive English Language Learning Assessment (CELLA) and there will be no changes to the SWD Individual Educational Plan (IEP), the ESOL Level update on the IEP can take place within the first semester of the school year but no later than the last school day in December.

- **SUMMER 2014**
 - ✓ The Division of Bilingual Education and World Languages is offering professional development from June 10 through 13, 2014. Please refer to the Professional Development calendar for registration.
 - ❖ **Admittance into Course:** Part time, hourly 3100, 3110, and other non-full time contract teachers are not eligible for the summer professional development and stipend. Only certified full-time teachers eligible to attend the professional development and receive the \$ 100 daily stipend. Priority will be given to no more than two teachers per school, based on available space.

✓ **COMPLIANCE** - Please refer to the checklist below for self- compliance monitoring:

ELL FOLDER CHECKLIST

Student Name and ID#	ESOL Level	Grade	Home Language Survey(completed, signed and dated)	Initial Assessment date, Entry date and ESOL Level match ISIS - J Screen	Other assessment(s) match ISIS/W-LEP/ELL Plan	Copy of initial Parent Notification Letter	Copy(s) of annual updated Parent Notification Letter(s)	Copy(s) of Parent Notification of ELL Committee Meeting(s)	ELL Committee(s) -Check for signatures , dates and minutes attached to each	Procedures for Three Years or More in ESOL (Test and convene ELL Committee)	Updated W-LEP Plan	Florida CELLA Student Report(s) (annual)	AMAO Letter(s) (annual)