

IDENTIFICATION OF EL STUDENTS



IDENTIFICATION

Beginning of the school year: Identify the student within the first 30 days of school.
Ongoing: Identify students within 14 days of arrival at your at your location.



NOTIFICATION, TWICE ANNUALLY

1ST NOTIFICATION: Beginning of the year identification; and ongoing as new EL students arrive at your school.
2ND NOTIFICATION: Annual WIDA ACCESS Assessment results.

PROCEDURES FOR IDENTIFICATION



Step 1 - Home Language Survey [HLS]

The Title III Office will run a weekly HLS report for each school. This report indicates all new students who have registered and marked that a language other than English is spoken in the home in the online registration process. *See identification chart for details on questions.

Step 2 - Home Language Survey [HLS] Report Communication to Schools

The Title III Office will email each school weekly a reminder to check their individual HLS reports. Any new students who have registered will be added. There are 6 tabs that need to be checked, see description below:

- Tab 1: Needs Investigation. This tab indicates all new students who have registered online and marked that a language other than English is spoken in the home. Supervisors will investigate to decide if they need to screen the student. This includes looking at information from the previous school, looking at USBE DataGateway if the student has ever been enrolled in Utah, looking at sibling information, ensuring that there is another language spoken in the home and it wasn't marked in error. This document walks supervisors through all scenarios.
- Tab 2: New, Previously Identified/Updated Records Needed. This tab is populated with students who are new to your school, but have previously been identified in our district as an EL student. If they are a transfer within the district currently, the information is typically up to date and it is a reminder for you to make the teacher aware, and start services. If the student isn't a current student at the time, the information is usually old, and you will need to contact the previous school for information. Occasionally we need to screen these students for updated information.
- Tab 3: Student Inquiry. This tab is where we communicate regarding students who you or a teacher believe have not shown up on the HLS who should have.
- Tab 4: eSchool Students. This tab indicates students who reside in your school boundary but are attending eSchool. EL Supervisor reaches out to parents yearly for ACCESS test. eSchool is responsible for all curriculum, instruction and accommodations for learning. *This tab is only populated before the ACCESS testing window.
- Tab 5: PreSchool. This tab is populates in the Spring with preschool students who have indicated another language is spoken in the home upon registering. We follow the same HLS procedures and screen as needed to identify before Kindergarten. This only applies to schools who have preschool classes at their location.

Step 3 - WIDA Screener

Once you receive permission from the Title III Department, testing should be administered by a staff member at your school who has completed the WIDA trainings & certifications for the appropriate assessments. The EL Supervisor is responsible for scoring and entering test data into the HLS. Test results will then be entered into PowerSchool by the Title III Department, and updated on the HLS to show the scores are available.

Step 4 - WIDA Screener Results Shared with Teacher & Parents if Student is Identified as EL

The assessment results should be shared with the teacher. The Title III Department will send home a notification letter to parents indicating that the student is enrolled in EL services at their school. *Parents will be directed to contact the student's teacher or EL Supervisor at the school with any questions regarding program services.*



IMPORTANT

- Please wait until you have seen your HLS email Monday to notify us of newly enrolled potential EL students at your school. If you have students who you think need to be tested that do not appear on the Needs Investigation Tab of the HLS, add those students to the Student Investigation Tab.
- Please do not administer the screener at your school until you receive permission to test from our office.