

ESOL Contact Meeting



Wednesday, September 27, 2017 (Young at Art Museum)

Thursday, September 28, 2017(Adobe Connect)

School Participation:

The list of schools represented below may not be all-inclusive. Participants who entered their name and school information on the login screen of the Adobe Connect sessions are reflected.

Elementary

<i>Bayview</i>	<i>Country Isles</i>	<i>Flamingo</i>	<i>Meadowbrook</i>	<i>Park Trails</i>	<i>Sheridan Hills</i>
<i>Bennett</i>	<i>Cresthaven</i>	<i>Floranada</i>	<i>Miramar</i>	<i>Pembroke Pines</i>	<i>Silver Palms</i>
<i>Bethune</i>	<i>Croissant Park</i>	<i>Fox Trail</i>	<i>Norcrest</i>	<i>Plantation Park</i>	<i>Silver Shores</i>
<i>Boulevard Heights</i>	<i>Cypress El.</i>	<i>Gator Run</i>	<i>North Andrews</i>	<i>Pompano Beach</i>	<i>Sunshine</i>
<i>Central Park</i>	<i>Davie</i>	<i>Griffin</i>	<i>North Lauderdale</i>	<i>Quiet Waters</i>	<i>Tamarac</i>
<i>Challenger</i>	<i>Deerfield Beach</i>	<i>Hollywood Hills</i>	<i>Nova Blanche</i>	<i>Riverglades</i>	<i>Tropical</i>
<i>Coconut Palm</i>	<i>Deerfield Park</i>	<i>Hunt, James</i>	<i>Oakland Park</i>	<i>Riverside</i>	<i>Walker</i>
<i>Colbert</i>	<i>Driftwood</i>	<i>Indian Trace</i>	<i>Orange Brook</i>	<i>Rock Island</i>	<i>Welleby</i>
<i>Collins</i>	<i>Eagle Point</i>	<i>Liberty</i>	<i>Oriole</i>	<i>Sandpiper</i>	<i>Westchester</i>
<i>Coral Park</i>	<i>Endeavor Primary</i>	<i>Lloyd Estates</i>	<i>Palmview</i>	<i>Sawgrass</i>	<i>Wilton Manors</i>
<i>Country Hills</i>	<i>Everglades</i>	<i>Margate</i>	<i>Park Ridge</i>	<i>Sea Castle</i>	<i>Sheridan Hills</i>

Middle

<i>Apollo</i>	<i>Lyons Creek</i>	<i>Olsen</i>	<i>Seminole</i>
<i>Coral Springs</i>	<i>Millennium</i>	<i>Pioneer</i>	<i>Silver Lakes</i>
<i>Dandy, William</i>	<i>New Renaissance</i>	<i>Pompano Beach</i>	<i>Silver Trail</i>
<i>Driftwood</i>	<i>New River</i>	<i>Rickards</i>	<i>Westglades</i>
<i>Glades</i>	<i>Nova</i>	<i>Sawgrass Springs</i>	

High

<i>Coconut Creek</i>	<i>Ely, Blanche</i>	<i>Monarch</i>	<i>West Broward</i>
<i>Cooper City</i>	<i>McArthur</i>	<i>South Broward</i>	
<i>Cypress Bay</i>	<i>Miramar</i>	<i>Stranahan</i>	

Centers

<i>Broward Regional</i>	<i>H.D. Perry Ed.</i>	<i>PACE Center</i>	<i>.Pompano Center</i>
<i>Charles Drew</i>	<i>Lanier-James Ed</i>	<i>Pine Ridge Ed</i>	<i>Whiddon-Rogers</i>

Vocational/Technical

McFatter Tech

Charter

<i>Alpha International 5421</i>	<i>Bridge Prep 5238</i>	<i>Excelsior CH 5393</i>	<i>Renaissance 5014</i>	<i>Somerset 5406</i>	<i>S. Broward 5717</i>
<i>Andrews High 5009</i>	<i>Championship 5422</i>	<i>Imagine N. Laud. 5171</i>	<i>Renaissance 5023</i>	<i>Somerset 5388</i>	<i>SunEd 5060</i>
<i>Ascend Academy 5209</i>	<i>Championship 5234</i>	<i>Imagine Plantation 5044</i>	<i>Renaissance 5710</i>	<i>Somerset 5396</i>	<i>SunEd 5861</i>
<i>Atlantic Montessori 5029</i>	<i>P. Pines East 5051</i>	<i>New Life 5852</i>	<i>Renaissance 5048</i>	<i>Somerset 5006</i>	<i>Sunrise High 5481</i>
<i>Atlantic Montessori 5164</i>	<i>P. Pines West 5051</i>	<i>N. Broward 5161</i>	<i>Rise S&T 5420</i>	<i>Somerset 5003</i>	
<i>Ben Gamla 5392</i>	<i>P. Pines Cent. 5051</i>	<i>N. Broward 5371</i>	<i>Somerset 5211</i>	<i>Somerset 5004</i>	
<i>Bridge Prep 5116</i>	<i>Coral Springs 5091</i>	<i>N. University 5341</i>	<i>Somerset 5151</i>	<i>Somerset 5002</i>	

Present from the Department:

Administrators:

Stephanie Bustillo & Melinda Mayers

Instructional Facilitators:

Jennifer Desmidt, Annette Ramos, Eric Rosenauer, Deborah Benitez-Rosa, Cristal Concepcion, Rosie Richard, and Armelle Johnson

Professional Development Course Organizer

Jeanie Mesler

Data Processor:

Martha Villa-Rosa

The information below is a brief recap of the meeting. For detailed information please refer to the PowerPoint slides found at <http://bilingual-esol.browardschools.com>. The recorded link for the September 27th meeting is <https://goo.gl/aZY6AV>.

I. Welcome and Agenda (Slides 1-2)

- a. Reminders
- b. State/District Updates
- c. What needs to happen before October FTE?
- d. Resources

II. Reminders (Slides 3-8)

- a. Registration Form (slides 4-5)
 - i. The Online Form is available in English, Spanish, Haitian Creole, and Portuguese, or it can be accessed at www.bilingual-esol.browardschools.com
 - ii. DEUSS is now located in the center of the application. This information is entered on the A03 Panel of TERMS.
 - iii. Home Language Survey: If YES is indicated on any of the three Home Language Survey questions, the student is administered the IPT to determine ESOL program qualifications and services.
- b. DEUSS
 - i. What is the DEUSS date? Date the student enters any of the 50 U.S. States and District of Columbia School, excluding US territories and possessions. It is used for State Accountability, Extension of Services (Reevaluations), Good Cause Promotion, and Immigrant Funding.
 - ii. Immigrant student is a student who:
 - a. not born in the U.S. or U.S. territory
 - b. ages 3-21
 - c. has not attended a U.S. school for 3 calendar years
- c. Tier Placement (slides 7-8)
 - i. Follow State of Florida document on Tier placement
 - ii. Guidelines for IMT
 1. Not all students may have a Tier

2. Students who were in KG during the 2016-17 school year students and are currently in 1st grade may have a Z. This must be updated/changed to the correct Tier
3. Use the Tier Guidelines document to make appropriate Tier update
4. Former ELL (LF-LZ)
 - a. IMT/IMS must leave the valid Tier as when coded LY (A, B, Or C). IMT/IMS will change the Tier to Z once the exit date has been entered on TERMS, which includes changing to LF.
 - b. ALL previous KG students (2016-2017) have a Z Tier Placement. This Tier must change to the correct Tier code on TERMS once in the 1st grade
 - c. Export Wizard Report on ELlevation for 1st graders in order to provide the correct Tier for the upcoming assessments

III. State/District Updates (Slides 9-13)

- a. Immigrant Identification Update
 - i. Report posted on TERMS website showed there are students not correctly identified
 - ii. During the registration process the IMT/IMS enters either YES or NO on the A03
 - iii. Immigrant report on Export Wizard (ELlevation) can be filtered to identify students who have been in school 3 calendar years or less. The IMT/IMS must change on the A03 the correct information to NO
- b. Exit Criteria
 - i. Exit students using ACCESS for ELLs 2.0 on or before Oct. 1st
 - ii. Reports have been sent out to identify students meeting the exit criteria
- c. Accommodations
 - i. Title III funding can be used to order the Content Area Glossaries besides the Word to Word Dictionaries
 - ii. Students can utilize word to word dictionaries and content glossaries.
- d. Parent Notification
 - i. 20 days to assess the students ***without any extension***
 - ii. The Parent Notification letter must be sent within 30 days to the parents for the initial placement for students qualify for the ESOL program (LY)
- e. As result of the State FTE audit, we developed a document called *ESOL Compliance for Administrators*. It can be used by the ESOL Contacts as a checklist.
- f. EXITING ELLs (Slides 14-20)
 - i. October 1st deadline to exit students using ACCESS for ELL 2.0 with an exit date of last school year June 8, 2017. If students meet, the criteria they need to exit the program.

- ii. Export Wizard has Exit Center, which identifies students who qualify to exit as per the State's exit criteria for 2016-2017.
- iii. ELL committee may convene to exit students using 2 of the 5 State Approved Criteria
- iv. The 3-3 bucket of the Exit Center captures current 3rd graders. Review the data to ensure students do not have FSA scores. If a 3rd grader has FSA scores this identifies the student was retained and CAN NOT exit based on the 3-3 bucket criteria since the student qualified to exit based on 2nd grade criteria during the 2016-2017 school year.
- v. A23 Panels on TERMS must be updated. The Plan and Exit dates are 6/8/2017. The basis of exit must be inputted. Once the exit date is updated, the student is updated to LF.
- vi. After 48 hours generate the ELL Plan and the Parent *Notification of Program Exit* Letter print and file both documents in the ELL folder. Original letter is sent to the parent and a copy is placed in the ELL folder.
- vii. Monitor the student for 2 years (LF)
- viii. Exit Center on ELlevation identifies the students who met the exit criteria. Follow all procedures when exiting.
- ix. See the step-by-step guidelines in [Section 6](#) of the ESOL Handbook and [Section 12](#)
- x. Communicate with your IMT/IMS the information using the [Classification Update/Exit Form](#)

IV. What needs to be done before October FTE? (Slides 22-40)

- a. Follow the [ESOL at a Glance](#) August/September checklist
- b. Any student with Flexible Setting accommodation must have the [Flexible Setting Parent Notification letter](#) sent to the parent and a copy placed in their ELL Folder
- c. Generate ELlevation Reports to assist in identifying students in need of Annual Reviews and Re-evaluations. **October 13th is the deadline** to use ACCESS scores for only the REEVALs (see slide 27) for students with a DEUSS date on or before Oct 1.
- d. **ELL Committee** detailed information is available in [Section 8](#) of the ESOL Handbook. Parent must be invited to the meetings via [Parent Invitation Letter](#). Letters are available on the ESOL website at www.bilingual-esol.browardschools.com.
- e. **Parent Notification Update:** Letter must reflect ELP Test Scores. We no longer include the Parent Acceptance notification area. It is required for the **date** when the letter was sent to the parent. **Click SHOW in the section ESOL Services Offered Page.**
- f. **Generating ELL Plans:** Wait 48 hours after the IMT/IMS has entered the information on TERMS before printing the ELL Plan to reflect the correct updated dates.
- g. **Testing Window for ACCESS for ELLs 2.0 (slides 36-40)**
 - i. Testing Window 1/29/2018 to 3/29/2018.

- ii. Assessors **are required** to become certified in Assessment areas.
- iii. Identify how many assessors are at the school location.
- iv. **Login:** Florida
Password: Sunshine
 - After you log in you will be granted access to the Account and Secure Portal
 - For more information and to better support personnel involved with the ACCESS for ELLs 2.0 administration, please visit the [WIDA website](http://wida.us) at wida.us.
 - Records of individuals' certification quiz progress are available within the WIDA Secure Portal, and individuals can print a certificate of their completed training. All individual certifications from 2017 administration will remain available in the WIDA Secure Portal, as the tests have not changed, although the format of the training has been updated.
 - For Test Administrators who were certified to administer ACCESS for ELLs 2.0 in previous years, you must become recertified for the 2017-2018 assessment by taking the Paper Administration.
 - Individual accounts for School Test Coordinators and Test Administrators can be created using the Account Creator via WIDA Secure Portal.
 - District Test Coordinators use the Account Management and Training Status section of the WIDA Secure Portal to monitor their colleagues' training and are responsible for ensuring all Test Administrators have completed applicable training components before administering ACCESS for ELLs 2.0 suite of assessments.
 - District and School Test Coordinators should make sure information within the My Account Info box is correct.
 - *Most importantly, please update your email address and district information if it is not correct. The District Test Coordinators will monitor and filter by school. Therefore, the School Test Coordinators and Test Administrators must update their information to include their assigned school.*

V. Resources (slides 41-54)

- a. [Language Classifications Chart](#)
- b. [Immigrant Support Plan](#)
- c. [IPT Materials](#)
- d. [ESOL Handbook](#)
- e. [ESOL Website](#)

Questions & Answers

Q: Is a date required for all parent letters?

A: Yes. The mailing date should represent the date the letter was sent to the parents. If the date was excluded while generating letters in ELLevation, you may manually record the mailing date and sign the letter for validation of the change.

Q: Is WIDA for everyone?

A: Yes. WIDA Standards are for K-12 instruction.

Q: The DEUSS date and ENTRY date for a PreK student are the day the student started PreK. Do the DEUSS and ENTRY date change when he/she enters kindergarten?

A: Yes. The DEUSS, ENTRY, and PLAN dates are all updated to the first day of kindergarten.

Q: Does the DEUSS date include private schooling or is it when they were in public schools only?

A: DEUSS represents any school in the US.

Q: If a student was in a Broward school last year and was not classified as ESOL but we think he should be, can we assess him?

A: You should honor the original Home Language Survey; however, if there are any questions, you can contact the parent and convene the ELL Committee to discuss whether placement in the ESOL Program is appropriate.

Q: Do we give IPT Oral for REEVALs, too?

A: Yes. You must administer IPT Reading, Writing, and Listening/Speaking for students who did not have ACCESS Scores prior to October 1st. REEVALs conducted after October 1st require the full battery of the IPT.

Q: What is the turnaround time when requesting the KTEA-II?

A: Once you submit the KTEA request, an ESOL Department assessor will contact you within 24 hours to schedule the assessment.

Q: When a student re-enters from another country beyond 90 days, do we test him with just the IPT Oral or do we need to give the Reading and Writing, as well?

A: If the student is due for a REEVAL (the student is entering his/her 4th year or beyond in the program), then you will have to administer all of the tests, including IPT Reading and Writing. If the ELL is entering the 2nd or 3rd year in the program, only administer the IPT Oral.

Please note: *If the student has a current Language Classification based on ACCESS for ELLs 2.0, the IPT assessment is only entered in the A21 panel of TERMS. The student's Language Classification remains (1,2,3,4,5) based on ACCESS for ELLs 2.0 assessment. If the student was assessed with ACCESS for ELLs 2.0 during the interruption of services (time at another county), please contact the previous county in order to secure the student's current Access for ELLs 2.0 scores (current Language Classification).*

Q: A parent called after I sent home Notification of Placement Letter indicating initial ESOL eligibility. The parent said the child only speaks English. Is the phone call enough for me to change the student's ESOL status from LY to ZZ?

A: **No.** ESOL is not an opt-out program. If there are concerns about the child's placement, you must convene the ELL Committee. If the ELL Committee decides to exit the child, make sure to document 2 of the 5 state-approved criteria.

Q: What if a student came to us from another school and should have had a REEVAL in January. Should I do the REEVAL now?

A: Yes. You should complete the REEVAL and use the current date. Remember the student will probably need another REEVAL in January of 2016 as he/she enters a new year in the ESOL Program.

Q: Do kindergarteners receive accommodations?

A: You must assign accommodations on ELlevation for all LY students. Make sure you consider the grade level and individual student when selecting appropriate accommodations.

Q: What do you classify a student if he/she is FES pending K-TEA?

A: You should wait until the KTEA is administered before you can determine the language classification.

Q: What should I do when schools do not send the green folders even after several requests?

A: If a school has not sent the folder after contacting the ESOL contact, ask your school administrator to contact the appropriate administrator at the previous school. If you have waited and have not been able to obtain the ELL Folder, you can create a replacement folder for the student. Most of the information is located in ELlevation. Follow the procedures outlined in Section 3 of the ESOL Department Handbook.

Q: If the ELL Committee determines that a student should be exited, do I still have to test the student or is the Committee and at least 2 valid explanations enough?

A: You are required to administer the IPT Reading, Writing, and Listening/Speaking **before** convening the ELL Committee. This data must be available in order for the ELL Committee to conduct the REEVAL and make an informed decision.

Q: I have a new student from Dade County. Do I make a new folder and use the dates from Dade?

A: Yes. A new ELL folder must be created. Try to obtain as much information as you can from Dade and use their REFDTE, CLASS, ENTRY, and DEUSS dates. You must test the student with the IPT in order to determine his/her language classification because a different assessment is used in Dade.

Please note: If the student has a current Language Classification based on ACCESS for ELLs 2.0, the IPT assessment is only entered in the A21 panel of TERMS. The student's Language Classification remains (1, 2, 3, 4, and 5) based on ACCESS for ELLs 2.0 assessment. If the student was assessed with ACCESS for ELLs 2.0 during the interruption of services (time at another county), please contact the previous county in order to secure the student's current Access for ELLs 2.0 scores (current Language Classification).

Q: What grade levels should the Flexible Setting Accommodation letter be sent home for?

A: The letter is sent home with any ELLs pulled out of the classroom for testing.