

English Learner (ELs) Checklist for Districts

FALL*	<input type="checkbox"/> The approved Home Language Survey is given to every student at the time of enrollment. <input type="checkbox"/> District Screens potential ELs within 14 days of enrollment using an approved WIDA screener. <input type="checkbox"/> Newly identified students AND transfer students are marked correctly in AIM . <input type="checkbox"/> Parents of newly identified ELs receive an EL designation and placement letter within the first 30 days of enrollment <input type="checkbox"/> ALL EL STUDENTS should be marked in AIM with the primary home language and language of impact by October count date.
WINTER	<input type="checkbox"/> All identified ELs are administered the ACCESS for ELLs during the test window – Dec. 4-Jan. 29
SPRING	<input type="checkbox"/> Annual EL review meeting is conducted and parents are invited . <input type="checkbox"/> ELs are retained or reclassified based on MT proficiency criteria <input type="checkbox"/> ACCESS for ELLs results reports are sent home to parents
SUMMER	<input type="checkbox"/> AIM is updated for students who have been exited by June 30 th

*** NON NEGOTIABLES of Identification:**

- *Home Language Survey is given to all students who enroll in the district.*
- *You must screen with a WIDA English language proficiency screener.*
- *Identification must be based on Montana’s proficiency criteria.*

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