



# English Learner Checklist for Districts

## Annual To-Do List

Fall	<ul style="list-style-type: none"> <li><input type="checkbox"/> The approved <a href="#">Home Language Survey</a> is given to every student at the time of enrollment.</li> <li><input type="checkbox"/> District screens potential English Learners (ELs) <b>within 14 days of enrollment</b> using an approved WIDA screener.</li> <li><input type="checkbox"/> Newly identified students and transfer students are <b>marked correctly in AIM</b>.</li> <li><input type="checkbox"/> Parents/Guardians of newly identified ELs are notified with an <a href="#">EL Placement Letter</a> <b>within 30 days of enrollment</b>.</li> <li><input type="checkbox"/> All ELs should be <b>marked in AIM</b> with the primary home language and/or language of impact <b>by October 19, 2020</b>.</li> </ul>
Winter	<ul style="list-style-type: none"> <li><input type="checkbox"/> All identified ELs are administered the ACCESS for ELLs during the testing window: <b>December 2, 2020 – January 29, 2021</b>.</li> </ul>
Spring	<ul style="list-style-type: none"> <li><input type="checkbox"/> Parents/Guardians are invited to <b>annual EL review meeting</b>.</li> <li><input type="checkbox"/> ELs are retained in or exited from their program based on Montana proficiency criteria.</li> <li><input type="checkbox"/> ACCESS for ELLs results and reports are sent home to parents/guardians.</li> </ul>
Summer	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>AIM is updated</b> for students who have been exited from their EL program by June 30<sup>th</sup>.</li> </ul>

## Non-Negotiables of Identification

- Home Language Survey must be given to all students who enroll in the district.
- Only approved WIDA screeners may be used for assessment.
- Identification must be based on Montana's proficiency criteria.

## Contacts

Crystal Andrews, Title III Coordinator  
 444-3482, [crystal.andrews@mt.gov](mailto:crystal.andrews@mt.gov)

Jacob Barto, EL Assessment Specialist  
 444-4420, [jacob.barto@mt.gov](mailto:jacob.barto@mt.gov)