

# English Learner Checklist for Districts

Last Reviewed: July 2024



# 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 30 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> (See: <a href="#">EL Tool Guide for AIM</a>).</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"/> Create an EL team to <b>develop language instruction educational programs (LIEP) and determine English learner instructional support</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 14, 2024</b>.</li></ul>
Winter	<ul style="list-style-type: none"><li><input type="checkbox"/> All identified ELs are administered the ACCESS for ELs during the testing window: <b>December 2, 2024 – February 21, 2025</b>.</li></ul>
Spring	<ul style="list-style-type: none"><li><input type="checkbox"/> Parents/Guardians are invited to the annual <b>EL review meeting</b>.</li><li><input type="checkbox"/> ACCESS for ELs results are received by/in May. Score reports are sent home to parents/guardians.</li><li><input type="checkbox"/> ELs are retained in or exited from their program based on Montana proficiency criteria (Composite score of <b>4.7 or higher</b>).</li><li><input type="checkbox"/> EL team meets to <b>evaluate and make any necessary changes to LIEP/instructional support for the next school year</b>.</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>. (See: <a href="#">EL Tool Guide for AIM</a>)</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

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