



English Learner Checklist for Districts

Annual To-Do List

Fall	<ul style="list-style-type: none"> <input type="checkbox"/> The approved Home Language Survey is given to every student at the time of enrollment. <input type="checkbox"/> District screens potential English Learners (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 (See: EL Tool Guide for AIM). <input type="checkbox"/> Parents/Guardians of newly identified ELs are notified with an EL Placement Letter within 30 days of enrollment. <input type="checkbox"/> Create EL team to develop language instruction educational program (LIEP) and determine English learner instructional support. <input type="checkbox"/> All ELs should be marked in AIM with the primary home language and/or language of impact by October 13, 2023.
Winter	<ul style="list-style-type: none"> <input type="checkbox"/> All identified ELs are administered the ACCESS for ELLs during the testing window: December 4, 2023 – February 24, 2024.
Spring	<ul style="list-style-type: none"> <input type="checkbox"/> Parents/Guardians are invited to annual EL review meeting. <input type="checkbox"/> ACCESS for ELLs results are received by/in May. Score reports are sent home to parents/guardians. <input type="checkbox"/> ELs are retained in or exited from their program based on Montana proficiency criteria. <input type="checkbox"/> EL team meets to evaluate and make any necessary changes to LIEP/instructional support for the next school year.
Summer	<ul style="list-style-type: none"> <input type="checkbox"/> AIM is updated for students who have been exited from their EL program by June 30th. (See: EL Tool Guide for AIM)

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.

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