## English Learner Checklist for Districts

### Annual To-Do List

| Fall | ☐ The approved [Home Language Survey](#) is given to every student at the time of enrollment.  
☐ District screens potential English Learners (ELs) within **14 days of enrollment** using an approved WIDA screener.  
☐ Newly identified students and transfer students are **marked correctly in AIM** (See: [EL Tool Guide for AIM](#)).  
☐ Parents/Guardians of newly identified ELs are notified with an [EL Placement Letter](#) within **30 days of enrollment**.  
☐ Create EL team to develop language instruction educational program (LIEP) and determine English learner instructional support.  
☐ All ELs should be **marked in AIM** with the primary home language and/or language of impact **by October 14, 2022**. |
| Winter | ☐ All identified ELs are administered the ACCESS for ELLs during the testing window: **December 5, 2022 – February 24, 2023**. |
| Spring | ☐ Parents/Guardians are invited to **annual EL review meeting**.  
☐ ACCESS for ELLs results are received by/in May. Score reports are sent home to parents/guardians.  
☐ ELs are retained in or exited from their program based on Montana proficiency criteria.  
☐ EL team meets to **evaluate and make any necessary changes to LIEP/instructional support for the next school year**. |
| Summer | ☐ **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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