# 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 15, 2021**.

### Winter
- ☐ All identified ELs are administered the **ACCESS for ELLs** during the testing window: **December 2, 2021 – February 25, 2022**.

### 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.

## Contacts

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