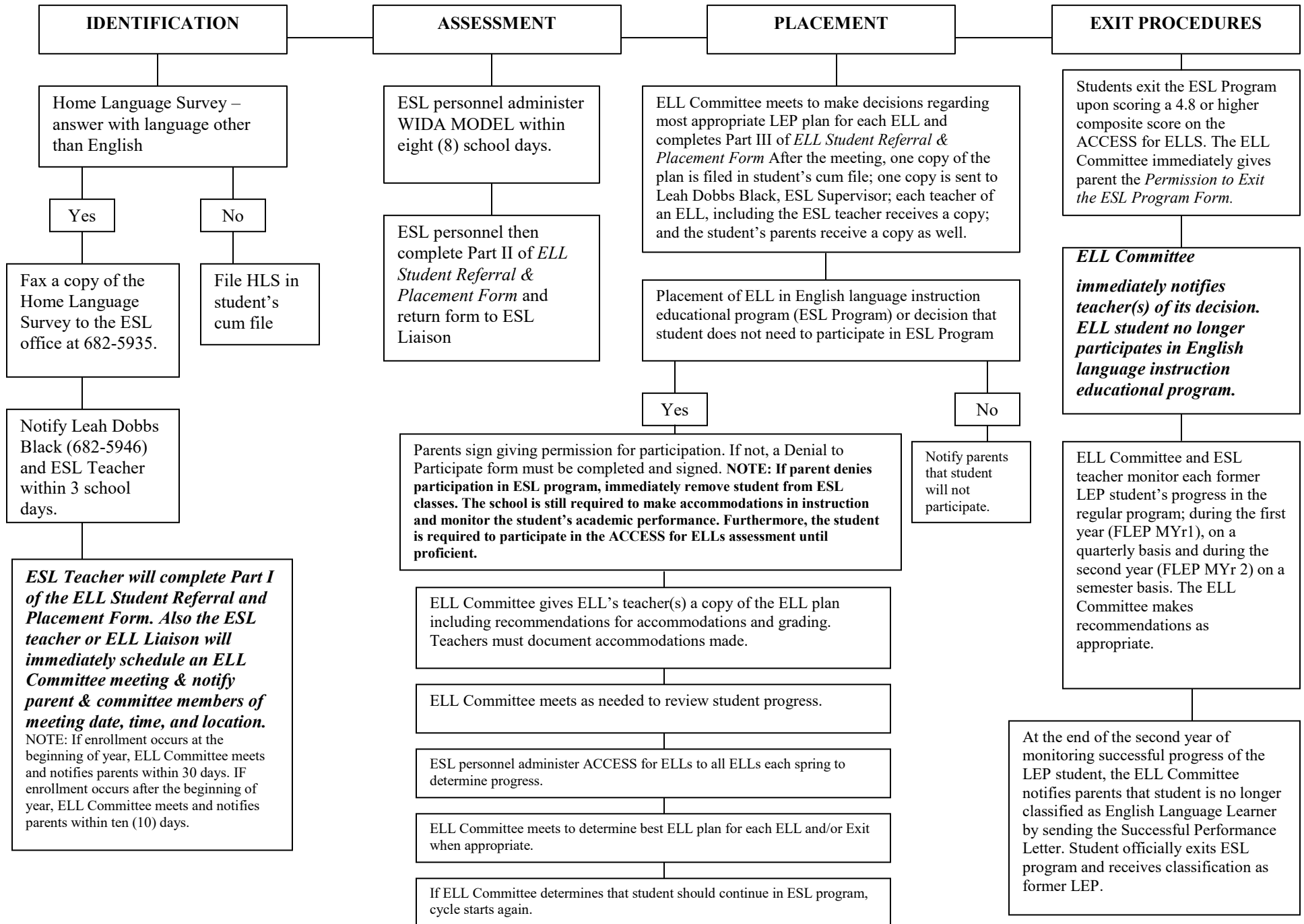


# ESL FLOW CHART



## IDENTIFICATION

Home Language Survey – answer with language other than English

Yes

Fax a copy of the Home Language Survey to the ESL office at 682-5935.

Notify Leah Dobbs Black (682-5946) and ESL Teacher within 3 school days.

**ESL Teacher will complete Part I of the ELL Student Referral and Placement Form. Also the ESL teacher or ELL Liaison will immediately schedule an ELL Committee meeting & notify parent & committee members of meeting date, time, and location.**  
 NOTE: If enrollment occurs at the beginning of year, ELL Committee meets and notifies parents within 30 days. IF enrollment occurs after the beginning of year, ELL Committee meets and notifies parents within ten (10) days.

No

File HLS in student’s cum file

## ASSESSMENT

ESL personnel administer WIDA MODEL within eight (8) school days.

ESL personnel then complete Part II of *ELL Student Referral & Placement Form* and return form to ESL Liaison

## PLACEMENT

ELL Committee meets to make decisions regarding most appropriate LEP plan for each ELL and completes Part III of *ELL Student Referral & Placement Form*. After the meeting, one copy of the plan is filed in student’s cum file; one copy is sent to Leah Dobbs Black, ESL Supervisor; each teacher of an ELL, including the ESL teacher receives a copy; and the student’s parents receive a copy as well.

Placement of ELL in English language instruction educational program (ESL Program) or decision that student does not need to participate in ESL Program

Yes

Parents sign giving permission for participation. If not, a Denial to Participate form must be completed and signed. **NOTE: If parent denies participation in ESL program, immediately remove student from ESL classes. The school is still required to make accommodations in instruction and monitor the student’s academic performance. Furthermore, the student is required to participate in the ACCESS for ELLs assessment until proficient.**

ELL Committee gives ELL’s teacher(s) a copy of the ELL plan including recommendations for accommodations and grading. Teachers must document accommodations made.

ELL Committee meets as needed to review student progress.

ESL personnel administer ACCESS for ELLs to all ELLs each spring to determine progress.

ELL Committee meets to determine best ELL plan for each ELL and/or Exit when appropriate.

If ELL Committee determines that student should continue in ESL program, cycle starts again.

No

Notify parents that student will not participate.

## EXIT PROCEDURES

Students exit the ESL Program upon scoring a 4.8 or higher composite score on the ACCESS for ELLs. The ELL Committee immediately gives parent the *Permission to Exit the ESL Program Form*.

**ELL Committee immediately notifies teacher(s) of its decision. ELL student no longer participates in English language instruction educational program.**

ELL Committee and ESL teacher monitor each former LEP student’s progress in the regular program; during the first year (FLEP MYr1), on a quarterly basis and during the second year (FLEP MYr 2) on a semester basis. The ELL Committee makes recommendations as appropriate.

At the end of the second year of monitoring successful progress of the LEP student, the ELL Committee notifies parents that student is no longer classified as English Language Learner by sending the Successful Performance Letter. Student officially exits ESL program and receives classification as former LEP.