



October 2009



SCHOOL DISTRICT U-46
ENGLISH LANGUAGE LEARNERS
EDUCATIONAL SERVICES

Many Languages, One Message,
ACADEMIC SUCCESS FOR ALL!



Sun	Mon	Tue	Wed	Thu	Fri	Sat
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ELL October Tips for Principals, Secretaries, and Home School Liaisons:

ELL Cum Folder

MANY LANGUAGES, ONE MESSAGE,
ACADEMIC SUCCESS FOR ALL!



• **Green** folders are to be used **ONLY** for students who:

- qualified for ELL services, accepted, and are placed in the ELL program
- qualified for ELL services but refused ELL services.

• **IMPORTANT REMINDER:**

- ALL students new to district who answer **YES** to one of the two Home Language Survey questions must be administered ISBE's prescribed screening instruments: WIDA-MODEL or the W-APT. If the student qualifies for ELL services, WIDA-MODEL or W-APT scores, qualification status for ELL services, and Acceptance/Refusal status information **WILL BE ENTERED** in PANTHER. For elementary schools the information will be entered by the Testing Specialist or testers at the Family Welcome Center. Middle schools and high schools should have one assigned person entering the information in Panther. **ALL schools will enroll students in the program once parents accept ELL services. The Notice of Enrollment (Parent Notification Letter) must be signed and dated. ALL schools are responsible for entering this additional information in PANTHER.**
- All **new students** who qualify and accepted ELL services must have in their **ELL green folder** a **Notice of Enrollment (Parent Notification Letter)** signed and dated showing that they have accepted ELL services, the ELL Program Description, the WIDA-MODEL or W-APT test, and the scoring sheet.
- Remember that students who are ELL refusals must have in the **ELL green folder:** a **Notice of Enrollment (Parent Notification Letter)** signed and dated by the parent/legal guardian showing that they do not authorize ELL services for their child, the ELL Program Description, the WIDA-MODEL or W-APT test, and the scoring sheet.
- Returning students: ISBE prescribed screening instruments, WIDA-MODEL and W-APT are valid for one year only.
 - If a student leaves the district and comes back during the **SAME** school year, the student does not need to take the WIDA-MODEL or W-APT again.
 - If the student leaves the district and comes back in the **FOLLOWING** school year (or any year after that), the student needs to be screened again with the WIDA-MODEL or W-APT.
 - If the student brings the **ACCESS** scores from the previous school year, the student does not need to take the WIDA-MODEL or W-APT but, the school must send a copy of the **ACCESS** scores to the Family Welcome Center in order to make appropriate recommendation and placement based on the scores.
- WIDA-Model and W-APT are the Illinois State prescribed screening instruments to determine eligibility for ELL services. It should NOT be administered twice for the purposes of revisiting language proficiency.**

