BARTLETT CITY SCHOOLS-ESL FLOWCHART

IDENTIFICATION | **ASSESSMENT** | **PLACEMENT** | **EXIT PROCEDURES**

IDENTIFICATION

Home Language Survey-Answer with language other than English

- **Yes**
  - ESL teacher schedules assessment of student.
- **No**
  - HLS placed in student's cumulative file.

ASSESSMENT

ESL teacher will administer intake assessment Kindergarten W-APT or WIDA Online Screener

If student qualifies: ESL teacher then completes Part I and Part II of ILP

PLACEMENT

ESL teacher makes decisions regarding most appropriate accommodations for each EL and completes Part III of ILP

One copy is filed in student's cum file, ESL file, one copy is sent to the ESL supervisor and one copy is given to each teacher of the EL

EL is placed in ESL program or decision that based on assessment, the student does not need to participate in the program

- **Yes**
  - Parents given notification of placement and services.
  ****If parent denies participation in ESL services, the parent completes a waiver. The classroom teacher is still required to make accommodations to instruction and monitor the student's academic performance. Furthermore, the student is required to participate in the annual assessment, WIDA ACCESS, until proficient.

  Classroom teachers review recommendations for accommodations on the ILP. Teachers must document accommodations made.

  ESL teacher administers annual ESL assessment (WIDA ACCESS) to ELs to determine language proficiency progress.

  ESL teacher reviews student progress and assessment (ACCESS) data to determine best plan for each EL and exit when appropriate.

  If ESL teacher determines that a student should continue in the ESL program the parent is notified.

- **No**
  - Student coded NELB (Non-English Language Background)

EXIT PROCEDURES

When ESL teacher determines the student is ready to exit based on assessment data and classroom performance the parent is notified with the Program Exit Form.

ESL teacher notifies the teacher(s) that EL no longer participates in ESL program but will be monitored for 4 years.

ESL teacher monitors each former EL's progress in the regular program. ESL teacher will make recommendations as appropriate based on student progress.

At the end of the fourth year of monitoring successful student progress, the EL will be classified as F-Former.