***Flow Chart of the ESL Procedures***

**Is there a Home Language Survey? Does the HLS indicate that there is another language spoken at home?**

YESS

NO

* Test the EL student with the online WIDA Screener (Grades 1 – 12) or W-APT (K).
* If a student does not qualify, (Nom-Phlote) send a letter to the parent explaining that they do not qualify for services.
* Give teachers an Initial Observation form to complete on the student.
* Give teachers an accommodations checklist to complete so that an I-ELP can be created.
* Send parents a meeting invitation.
* Contact an interpreter if necessary.
* Schedule a parent meeting with 30 days if the student enrolls before school begins or within 10 days if the student enrolls after the beginning of school.
* Monitor EL students’ grades. If a student is failing a class, have teachers complete a retention form and explain why.
* Test ELs in the spring with the online ACCESS for ELLs 2.0.
* Once ELs score a 4.8 or above on the ACCESS for ELLs 2.0, they will be reclassified as FEL (formerly FLEP) and will be monitored for four years.
* Send parents notification (to be signed and returned) of exiting the ESL program.
* Ensure proper working and updating of DRC testing icon before administering testing.
* Receives the ACCESS for ELLs 2.0 score reports and ensures that each school receives their copies to be placed in the students’ cumulative folders and uploads score results to Ellevation.
* Revise the annual EL budget due each summer.
* Collect and inventory all EL technology and dictionaries.
* Update all ELs’ status in Chalkable I-Now (EL-1, EL-2, FELs, Immigrant Status, etc.).
* Assists EL Contacts with testing students (WIDA Screener, W-APT, or ACCESS for ELLs 2.0) and developing I-ELPs.
* Key WIDA Screener scores into Ellevation and monitor data audit alerts.
* Prepare and present workshops to all schools during In-Service and to through Parent night twice a year.
* Meet with interpreters to sign paperwork and to handle their monthly time-sheets.
* Deliver and have EL contacts sign off for receipt of EL technology and dictionaries.
* Work with students in small groups to enhance English skills in listening, reading, speaking, and writing.
* Organizes and maintains vital documentation to monitor and improve Title III services.
* Conduct annual surveys to review the effectiveness of the ESL Program.
* Other duties as assigned.

**What is the EL Specialist’s responsibility?**

**What are the responsibilities of the EL Contact at each school?**

* If no, have the family complete a HLS. Surveys can be found on the EL webpage under Document Uploads or on the TransAct website.
* If all three questions are answered “English” and no other language is mentioned, the student will not be screened to identify if he/she is an English Language Learner.
* Place a copy of the HLS survey in the student’s cumulative folder.
* Place a copy of the HLS survey in the student’s cumulative folder.
* Notify the school’s EL Contact (Counselor).
* Make and give a copy of the HLS to the school’s EL Contact.
* Notify the Autauga County School’s EL Specialist, Christina Thurman, by phone (Extension 12010) or e-mail.
* Send a copy of the HLS to the EL Specialist by either fax (361-3842) or e-mail: Christina.thurman@acboe.net.