This document contains guidance on the identification and placement process for newly arrived English learners in your state. WIDA and your state education agency have worked together to provide this outline of policies, procedures, assessment options, test administrator training requirements, and criteria for placement in EL services. This document is updated each spring and throughout the year per SEA request.

For questions related to state policy, please contact:

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For questions related to WIDA's website, resources, or assessments, please contact the WIDA Client Services Center at help@wida.us or (866) 276-7735.

Initial Assessment and Identification

Questions/Topic	State-specific Guidance
Process Overview	• A Home Language Survey (HLS) must be completed for each student registering for enrollment. • If any language other than English is listed on the student's HLS, they are a potential candidate for EL services. • Local Education Agencies (LEA) may use the *WIDA Screener for Kindergarten* for kindergarten students and the *WIDA Screener Online* for students in grades 1-12. • The proficiency level for *WIDA Screener for Kindergarten* is **4.5**. • The proficiency level for students taking the *WIDA Screener Online* is **5.0**.

Initial Assessment and Identification

Timelines	Initial assessment of English language proficiency must be conducted within **30 days** of enrollment for any student identified in the HLS who registers before or at the beginning of the school year and within **10 days** for students who register after the beginning of the school year.

Home Language Survey	HLSs are administered once, at the time of student's enrollment. There is not a state mandated HLS. LEAs can create their own, but must include the following 5 questions:
	    1. Is a language other than English spoken at home?
	    2. Is your child's first language other than English?
	    3. What language did your child learn when he/she first began to speak?
	    4. What language does your child most frequently speak at home?
	    5. What is your child's country of origin?
	
	Any language other than English listed on the HLS results in administration of an English proficiency screener.

State Approved Assessments	LEAs may use the following: • *WIDA Screener for Kindergarten* • *WIDA Screener Online* for Grades 1-12 • *WIDA Screener Paper for Grades 1-12* **with ALSDE approval only**, contact Maggie Hicks at mhicks@alsde.edu or Tyler Merrell at tyler.merrell@alsde.edu.
Paper Based Screener Costs	*WIDA Screener for Kindergarten* test materials may be downloaded, free of charge, from the WIDA Secure Portal. Districts may also choose to purchase a professionally designed kit from the WIDA Store for a reasonable price. The *WIDA Screener Online* is free and can be accessed through the WIDA Assessment Management System (WIDA AMS). Log in credentials are required. Contact your District Test Coordinator to gain access to the *WIDA Screener Online*. The *WIDA Screener Paper* must be purchased from the WIDA Store and the cost will be incurred by the LEA. LEAs are encouraged to use the *WIDA Screener Online* at no cost.

Initial Assessment and Identification

Identification/Placement Criteria	**Identification Criteria:** The following factors should be considered: • Scores from the screener • Scores from classroom assignments/ tests and content assessments (if applicable) • Teacher judgment • Extenuating circumstances (student's age and quantity and quality of former schooling) The following guidelines determine eligibility for placement in the English language instruction educational program: • *WIDA Screener Online*: WIDA Screener Online is administered to students in second semester of Grade 1 – Grade 12. Proficiency is a 5.0 composite score on all four domains. A score of 4.5 or below qualifies a student for language support services. • *WIDA Screener for Kindergarten*: Alabama uses the *WIDA Screener for Kindergarten* for students who are registering for kindergarten for the first time through the first semester of Grade 1. Only the Oral Language domains of Listening and Speaking will be administered. The proficiency score is 4.5 on these two domains. A score below 4.5 qualifies a student for language support services. **Students with disabilities will use the *Alabama State Department of Education Alternate Screening Checklist* until WIDA's Alternate Screener is released.**
	Exit Criteria: Composite PL $\geq$ 4.8 on ACCESS for ELLs.

Initial Assessment and Identification

| Other Useful Resources or Information | Parents should be notified no later than 30 days after the beginning of the school year of results of the screening and qualification of EL services.

Placement scores are not added into a state database, however, new ELs are reported as EL-1 or NOMPHLOTE in PowerSchool.

There are no requirements to monitor students who do not qualify or just barely score above the minimum.

The *WIDA Screener Online* (Grades 1-12) may be used to rescreen former EL students to determine if language is a barrier to instruction. If language has been determined to be a barrier to instruction, the student may be placed back into the Language Instruction Educational Program. |

Test Administrator Training and Certification

Question/Topic	State-specific Guidance
Test Administrator Qualifications	Test Administrators may be part-time or full-time employees of the district. Test Administrators may also be Instructional Paraprofessionals for screening only. Refer to the *Student Assessment Resource Guide for English Learners* for additional information on Test Administrator qualifications.
Test Administrator Training Requirements	ANNUAL TRAINING REQUIREMENTS for WIDA Screener Online and WIDA Screener for Kindergarten: 1. Attend the State required webinar on *WIDA Screener Online and WIDA Screener for Kindergarten*. 2. Sign all required forms and provide to the District Test Coordinator. 3. Participate in the WIDA Online Training Modules and pass the required quizzes. 4. Provide certificate to the District Test Coordinator. To be certified to administer WIDA Screener, test administrators must complete the following courses for the tests they will be administering: • WIDA Screener Online: Administration • WIDA Screener Paper: Administration **(use of WIDA Screener Paper requires ALSDE approval)** To be certified to score WIDA Screener, test administrators must complete the following courses for the grade level tests and domains they will be scoring: • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener • Writing for Grades 1-5: Scoring WIDA Screener • Writing for Grades 6-12: Scoring WIDA Screener To be certified to administer and score WIDA Screener for Kindergarten, test administrators must complete the WIDA Screener for Kindergarten: Administration and Scoring training course.

Test Administrator Training and Certification

	All the materials and training opportunities for *WIDA Screener Online* and *WIDA Screener for Kindergarten* can be found on the WIDA Secure Portal. If you do not have log in credentials, contact your District Test Coordinator. *Alabama will only administer the Oral Language domains.
Website Permissions	**WIDA Secure Portal** (portal.wida.us) Contact your District Test Coordinator for access to assessment training in the WIDA Secure Portal. **WIDA AMS (DRC)** (wida-ams.us) District Test Coordinators can assign permissions to allow educators to score the WIDA Screener Online. New District Test Coordinators should contact Maggie Hicks at mhicks@alsde.edu or Tyler Merrell at tyler.merrell@alsde.edu to create an account.

EL Program Requirements – Services & Support

Question/Topic	State-specific Guidance
ELL Services or Program Requirements	ALSDE does not prescribe the type of Language Instruction Educational Program model for LEAs to implement. ALSDE encourages LEAs to select a program after conducting a Comprehensive Needs Assessment (CNA) and set data-driven goals and strategies from the CNA. Each program must be based on sound educational theory. No parent/guardian approval is needed for EL services to begin, but notification must be provided to parents with information detailing the right of the parent to have their child immediately removed from supplemental Title III programs upon request. LEAs have the option to purchase WIDA MODEL to use an interim assessment. It is not required.
Declining Services	Notification information pertaining to parents' rights that includes written guidance detailing the right of the parent to have their child immediately removed from supplemental Title III programs upon request must be given. Parents may reject Title III supplemental services, but the students must participate in *ACCESS for ELLs* or *WIDA Alternate ACCESS*, if applicable. Parents should be informed that their children will continue to receive appropriate classroom instruction that will bolster understanding of English and the curriculum. Scores from *ACCESS for ELLs* will be used to monitor students' progress.