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 BIE policy, please contact:
Dr. Pamela Speaks Education Specialist
Curriculum, Instruction
BIE CAO Assessment and Accountability
Education Specialist
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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	As students enroll for the first time in any BIE-funded school, they should be administered a Home Language Survey (HLS). If a language other than English is noted, the student should be administered one of the following WIDA identification assessments located within the WIDA Secure Portal • WIDA Screener for Kindergarten • WIDA Screener Online Grades 1-12 • WIDA Screener Paper Grades 1-12 (for purchase by school)

Initial Assessment and Identification

Timelines	If students have been identified as eligible for EL services prior to the beginning of the school year, Title I law requires parental notification within 30 days after the beginning of the school year. Once the school year is underway, the window for identification, screening and parental notification of eligibility is within two weeks of enrollment. It is the expectation of BIE that students will be assessed as soon as logistically possible within appropriate time frames.
Home Language Survey	The HLS is administered upon enrollment to determine the presence of other languages that may impact student academic performance. If one or more responses indicates a language other than English, students are given the appropriate state-adopted screening assessments noted above. BIE has a recommended HLS located on the BIE member page of the WIDA website under the Agency Testing Requirements tab and on the BIE.edu website.
State Approved Assessments	Located in the WIDA Secure Portal • WIDA Screener for Kindergarten • WIDA Screener Online Grades 1-12 (available through the WIDA Assessment Management System) • WIDA Screener Paper Grades 1-12 (for purchase by school through the WIDA Store) For students with an IEP or 504, follow the guidance provided in the student plan.
Paper Based Screener Costs	The choice to use WIDA Screener Paper, requires school funding for ordering and payment. For more information, go to the WIDA Store.

Initial Assessment and Identification

Identification/Placement Criteria	**Identification Criteria:**
	• **BIE Home Language Survey (HLS)**
	• **BIE HLS Information Document**
	
	For the 2023-2024 school year:
	• **WIDA Screener for Kindergarten**
	    ◦ *Students presenting with literacy skills may complete all four domain tests for the first semester of kindergarten.*
	    ◦ **Identification Criteria First Semester:**
	        ▪ An overall composite score of 4.2 or higher (if taking all four domain tests)
	        ▪ An oral composite score of 4.2 or higher (if taking only the Listening and Speaking tests)
	    ◦ **Identification Criteria Second Semester** (and first semester of grade 1):
	        ▪ An overall composite score of 4.2 or higher (test must include all four domains).
	• **WIDA Screener (Grades 1-12)**
	    ◦ **Identification Criteria:** The student is not eligible for EL support with an overall composite score of 4.2 or higher.
	
	For students with an IEP or 504, follow the appropriate accommodations noted in their plans.

Other Useful Resources or Information	Parents/guardians must receive written notification of initial and continued eligibility for EL support services. Forms are housed in the BIE State Page in WIDA wida.wisc.edu All BIE funded schools will be required to post identification scores in NASIS.

Test Administrator Training and Certification

Question/Topic	State-specific Guidance
Test Administrator Qualifications	Test administrators are required to be licensed educators and must have completed the appropriate WIDA training and certification required for any test they are administering.
Test Administrator Training Requirements	All test administrators must be certified in assessments they will be administering. **WIDA Screener (Online & Paper)** 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 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 **Recertification policy:** WIDA recommends annual recertification for WIDA Screener Speaking and Writing. **WIDA Screener for Kindergarten:** To be certified to administer WIDA Screener for Kindergarten, test administrators must complete the WIDA Screener for Kindergarten: Administration and Scoring training course, located in the WIDA Secure Portal and pass the relevant certification quizzes**.**
Website Permissions	**WIDA Secure Portal** (portal.wida.us) Test administrators may contact their School Test Coordinator or WIDA Client Services for access to training materials. **WIDA AMS (DRC)** (wida-ams.us) Educator Scoring for WIDA Screener: Test administrators should contact their School Test Coordinator for permissions.