

This document contains guidance on the identification and placement process for newly arrived English language 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](mailto:help@wida.us) or (866) 276-7735.

## Initial Assessment and Identification

Questions/Topic	State-specific Guidance
<p><b>Process Overview</b></p>	<p>In addition to this guidance document, District Test Coordinators are encouraged to review the <a href="#">ELPA: Navigating WIDA Screener and ACCESS for ELLs Guidance Document</a> for an in-depth review of Idaho’s EL identification process and policies.</p> <p>Idaho districts/charters identify English learners in a systematic multi-step process. Upon a new student enrollment in an Idaho district/charter, the following actions are necessary.</p> <ul style="list-style-type: none"> <li>• <b>1a)</b> EL Coordinator/Administrator reviews enrolling student’s cumulative file <ul style="list-style-type: none"> <li>○ Review file for current EL documentation (i.e. prior Home Language Survey, English language proficiency assessment scores, prior EL program information)</li> </ul> </li> <li>• <b>1b)</b> Parent/Guardian completes a Home Language Survey (HLS) <ul style="list-style-type: none"> <li>○ Original HLS is filed in student’s cumulative file and uploaded to ELMS</li> <li>○ <a href="#">Idaho Home Language Survey (English)</a>; <a href="#">Idaho Home Language Survey (Spanish)</a></li> </ul> </li> <li>• <b>2a)</b> EL Coordinator/Administrator logs into the <a href="#">Idaho English Learner Management System</a> (ELMS) to determine whether student has a current EL Status** <ul style="list-style-type: none"> <li>○ If the student has a current EL Status code of EW, LE, or L1, no English language proficiency screener administration is necessary</li> <li>○ District/Charter places and provides EL program services to student</li> </ul> </li> </ul>

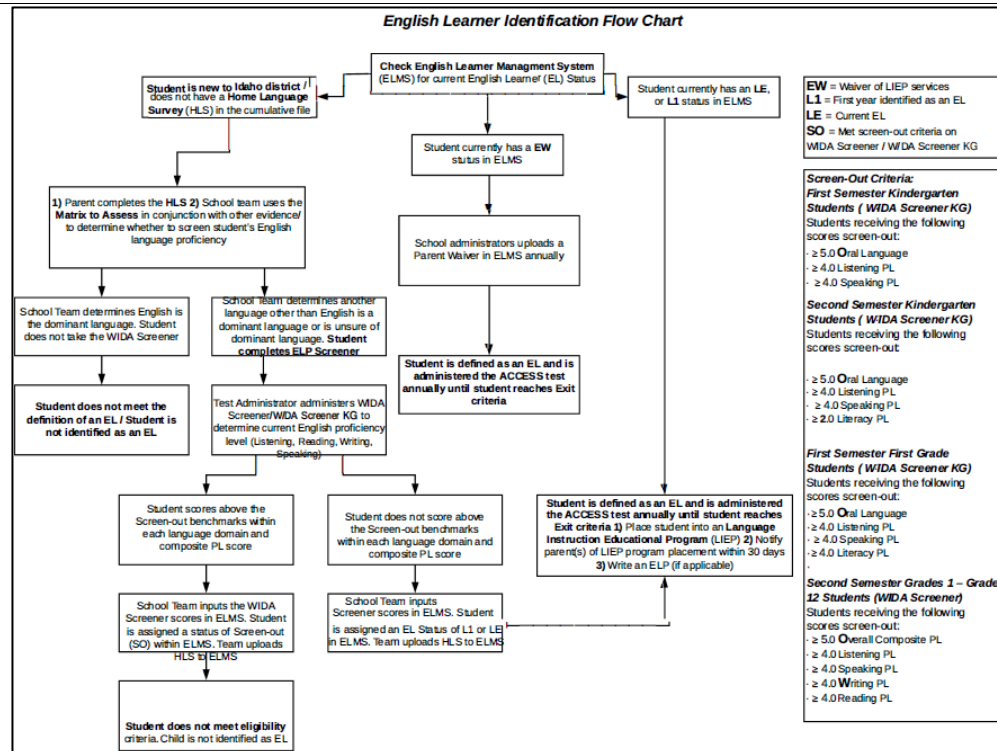
Initial Assessment and Identification

- **2b) EL Coordinator/Administrator reviews HLS responses**
  - Reference the “*Decision to Assess Matrix*” to assist in evaluating the HLS parent responses

Question	Answer									
1. What language(s) are spoken in the home?	Other than English	English	English	English	English	English	Other than English	Other than English	Other than English	Other than English
2. What language(s) does your student speak most often? <i>(Always triggers a test if answered as a language other than English)</i>	English	Other than English	English	English	English	English	English	Other than English	Other than English	Other than English
3. What language(s) did your student first learn?	English	English	Other than English	English	English	English	Other than English	Other than English	Other than English	Other than English
4. Which language does your student speak with you? <i>(Always triggers a test if answered as a language other than English)</i>	English	English	English	Other than English	English	English	English	English	Other than English	Other than English
5. Which language do you use when speaking with your student?	English	English	English	English	Other than English	English	English	English	English	Other than English
Action:	Call: What is the exposure to other language(s) in the home?	Test	Call	Test	Call	Test	Test	Test	Test	Test

- Reference “EL Programming Flow Chart”

## Initial Assessment and Identification



- **3) Administer English language proficiency screener:**
  - **WIDA Screener for Kindergarten** (kindergarten – first semester grade 1)
  - **WIDA Screener Online** (second semester grade 1 – 12)
    - WIDA Screener Paper is available to accommodate individual student needs (contact [SDE ELPA Coordinator](#) for more details)
- **4) Score WIDA Screener for Kindergarten/WIDA Screener** ([WIDA Screener for Kindergarten Score Calculator](#) / [WIDA Screener Paper Score Calculator](#) / WIDA Screener Online - [WIDA AMS](#))
- **5) Enter English language proficiency screener results into ELMS**
  - **HLS is required to be uploaded into ELMS at the time the screener scores are entered**
- **6) EL Coordinator/Administrator issues parent notification letter informing parent/guardian participation in the district's language instruction educational program** (see [ESEA Section 1112\(e\)\(3\)\(A\)](#))
- **7) Newly identified EL is placed into LIEP services**

## Initial Assessment and Identification

	<p>**If the EL Coordinator/Administrator does not have access to the English Language Management System (ELMS), contact the district's Idaho System for Educational Excellence (ISEE) Coordinator to request access.</p>
<b>Timelines</b>	A child's EL services identification and parent/guardian notification - regarding a child's placement in a district's LIEP - is required to be completed within 30 calendar days of enrollment into the district/charter.
<b>Home Language Survey</b>	<p>Parent/Guardian is required to complete a <a href="#">Home Language Survey</a> (HLS) upon <b>initial</b> entry into an Idaho district/charter (see step <b>1a/1b</b> above). The HLS asks parents/guardians to identify the language(s) used primarily by, and with the child, to determine if a language other than English is dominant.</p> <p>HLS Questions:</p> <ol style="list-style-type: none"> <li>1. What language(s) are spoken in the home?</li> <li>2. What language(s) does your student speak most often?</li> <li>3. What language(s) did your student first learn?</li> <li>4. Which language does your child use when speaking to/with you?</li> <li>5. What language do you use when speaking to/with your child?</li> <li>6. Which language do you want phone calls and letters?</li> <li>7. What is your relationship to the child?</li> <li>8. Is there any additional information you would like the school to know about your child?</li> </ol> <p>Districts/Charters may use Idaho's "Decision to Assess Matrix" and "EL Programming Flow Chart" to support a determination on whether a parent/guardian HLS response should result in screening, or if a need exists to collect additional information from the parent/guardian is required.</p> <p><b>*Note:</b> If the determination is made not to screen the child based on the HLS and other student performance data, the evidence (including a copy of the HLS) is required to be documented within the child's "Note" section within ELMS.</p>

Initial Assessment and Identification

**State Approved Assessments**

Idaho uses the following English language proficiency assessments to identify a child for EL services:

**Kindergarten and first semester grade 1 students:**

- [WIDA Screener for Kindergarten](#)

**Second semester grade 1 – 12 students:**

- [WIDA Screener Online](#)
  - [WIDA Assessment Management System](#) (AMS) – Create and score screener registrations
  - [WIDA Secure Portal](#) – Download grades 1-3 writing domain student response booklets
- [WIDA Screener Paper](#)
  - Approved as a documented administrative consideration (should only be used in rare cases)

**\*Note:** For students in the first semester of the first year in a grade-level cluster, it is recommended to administer a lower grade cluster screener form (see figure below). For example, students in their first semester of sixth grade may take the 4–5 grade-level cluster form. The grade 6–8 test form should be administered to students in their second semester of sixth grade through the first semester of ninth grade.

The following figure shows the appropriate grade-level cluster test form given to potential ELs, dependent on the semester and student grade-level.

Grade	1		2		3		4		5		6		7		8		9		10		11		12	
Semester	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
Grade-Cluster Form	K		Grade 1 Test		Grades 2-3 Test				Grades 4-5 Test				Grades 6-8 Test				Grades 9-12 Test							

**Paper Based Screener Costs**

**WIDA Screener for Kindergarten**

All [WIDA Screener for Kindergarten test materials](#) are free to download via the WIDA Secure Portal.

**WIDA Screener Paper**

Materials required for administering the WIDA Screener Paper may be requested from the Idaho SDE by contacting the SDE [ELPA Coordinator](#) or can be purchased through the [WIDA Store](#).

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## Initial Assessment and Identification

**Identification/Placement  
Criteria****EL Program Identification Criteria:**

Prior to administering any of the WIDA English language proficiency screeners, districts/charters must log into the [English Learner Management System \(ELMS\)](#) to determine whether the child has a current EL Status. **If an EL Status (L1, LE, EW, SO, X1, X2, X3, X4, FL) is present within ELMS, no screening is necessary.**

The following WIDA Screener for Kindergarten and WIDA Screener scores indicate that the potential EL has met Idaho's screen-out criteria and **does not** qualify for LIEP services:

**First Semester Kindergarten (WIDA Screener for Kindergarten)**

- $\geq 5.0$  Oral Proficiency
- **AND** Proficiency level of  $\geq 4.0$  in Listening
- **AND** Proficiency level of  $\geq 4.0$  Speaking

**Second Semester Kindergarten (WIDA Screener for Kindergarten)**

- $\geq 5.0$  Oral Proficiency
- **AND** Proficiency level of  $\geq 4.0$  in Listening
- **AND** Proficiency level of  $\geq 4.0$  Speaking
- **AND**  $\geq 2.0$  Literacy

**First Semester Grade One (WIDA Screener for Kindergarten)**

- $\geq 5.0$  Oral Proficiency
- **AND** Proficiency level of  $\geq 4.0$  in Listening
- **AND** Proficiency level of  $\geq 4.0$  Speaking
- **AND**  $\geq 4.0$  Literacy

**Second Semester Grade 1-Grade 12 (WIDA Screener Online/Paper)**

- Overall Proficiency level of  $\geq 5.0$
- **AND** Proficiency level  $\geq 4.0$  in Reading, Writing, Speaking, and Listening

## Initial Assessment and Identification

**Other Useful Resources or Information**

- Parents/Guardians must be notified of the district’s LIEP placement within 30 calendar days of enrollment.
- WIDA Screener for Kindergarten and WIDA Screener results are entered in [ELMS](#) and scores are kept in the child’s cumulative file.
  - **HLS is required to be uploaded into ELMS at the time the screener scores are entered**
- Children enrolling into an Idaho public school from a non-WIDA member state must participate in the applicable screener assessment to determine eligibility into LIEP services based on Idaho’s EL qualification criteria.
- Accommodations are available for students who have a documented need recorded in an IEP or 504 Plan (see [WIDA Accessibility and Accommodations Manual](#)). For students with disabilities that preclude them from being able to participate in a particular language domain (e.g. deaf or hard of hearing, blind or visually impaired, etc.), Contact the Idaho SDE ELPA Coordinator for more information if a child cannot meaningfully participate in one or more domains.



**Screener Scoring and Reporting Tips:**

**All WIDA Screener and WIDA Screener for Kindergarten scores must be input in the [English Learner Management System](#) after results are reported. To retrieve scores for the WIDA Screener Online follow the steps below.**

**WIDA Screener Online results and student responses to be scored (Speaking and Writing domains) can be found within [WIDA AMS](#). Follow the steps below to retrieve, score, and record WIDA Screener Online results.**


- *To **score** the WIDA Screener Online Speaking and Writing domains\**
  1. Log-in to WIDA AMS
  2. Select ‘My Applications’
  3. Select ‘Screener Scoring’
  4. Under the ‘Administration’ heading, select the current ‘Screener – Idaho administration year’
  5. Under the ‘District’ heading, select your district/charter
  6. Under the ‘School’ heading, select the administration school
  7. Under the ‘Domain’ heading, select ‘Screener’
  8. Under the ‘Assessment’ heading, select the grade cluster the student was tested within (e.g. Screener Gr 1, Screener Gr 2-3, Screener Gr 4-5, Screener Gr 6-8, Screener Gr 9-12)

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9. Select 'Show Sessions'
10. Find the Session the student was tested within, select the 'Show Student' (  ) icon
11. Find the student tested and content area you wish to score ("WRITING/SPEAKING")
12. Under the 'Action' heading (right-hand side of the Scoring Status – Screener table), select the 'Score Student' (  ) icon

\* Test Administrators wishing to score the Speaking and Writing content areas must first complete the training(s) and certification requirements. The DTC must assign the appropriate permission set in WIDA AMS to district personnel to score the Writing and Speaking sections of WIDA Screener Online.

**\*\*After TAs successfully complete WIDA Screener training and certification requirements, the District Test Coordinator must mark the TA as 'Certified' to score the Writing/Speaking content domains within the User Management tab:**

1. Select 'My Applications'
2. Select 'User Management'
3. Under the 'Edit User' tab, select the current 'Screener – Idaho administration year' (under 'Administration')
4. Select 'Find User'
5. Select the 'Profiles' tab
6. Under the 'Action' heading (right-hand side of the User Profile table), select the View/Edit Content Area Certification (  ) icon
7. Under the 'Certified' column, check the boxes for the content areas you wish the TA to have permissions for
8. Select 'Submit'

**Enter WIDA Screener results into ELMS along with the HLS.**



## Test Administrator Training and Certification

Question/Topic	State-specific Guidance											
<b>Test Administrator Qualifications</b>	District/Charter staff members who have successfully completed and passed the WIDA language proficiency assessment training(s) and certification(s) requirements may administer WIDA Screener and WIDA Screener for Kindergarten.											
<b>Test Administrator Training Requirements</b>	<p>New Test Administrators (TAs) are required to certify before administering WIDA Screener or WIDA Screener for Kindergarten. <b>ELP assessments administered by TAs who are not certified will be invalidated.</b></p> <table border="1" data-bbox="575 631 2018 1346"> <thead> <tr> <th data-bbox="575 631 888 688">WIDA Screener</th> <th data-bbox="888 631 1476 688">Training Course Name</th> <th data-bbox="1476 631 2018 688">Certification Quiz Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="575 688 888 837"><b>WIDA Screener for Kindergarten</b></td> <td data-bbox="888 688 1476 837"> <ul style="list-style-type: none"> <li>WIDA Screener for Kindergarten: Administration and Scoring</li> </ul> </td> <td data-bbox="1476 688 2018 837"> <ul style="list-style-type: none"> <li>WIDA Screener for Kindergarten: Oral Language Certification Quiz</li> <li>WIDA Screener for Kindergarten: Literacy Certification Quiz</li> </ul> </td> </tr> <tr> <td data-bbox="575 837 888 1346"><b>WIDA Screener Online</b> <b>WIDA Screener Paper*</b></td> <td data-bbox="888 837 1476 1346"> <ul style="list-style-type: none"> <li>WIDA Screener Online: Administration</li> <li>WIDA Screener Paper: Administration</li> <li>Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener</li> <li>Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener</li> <li>Writing for Grades 1-5: Scoring WIDA Screener</li> <li>Writing for Grades 6-12: Scoring WIDA Screener</li> </ul> </td> <td data-bbox="1476 837 2018 1346"> <ul style="list-style-type: none"> <li>WIDA Screener Online: Administration Certification Quiz</li> <li>WIDA Screener Paper: Administration Certification Quiz</li> <li>Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener Certification Quiz</li> <li>Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener Certification Quiz</li> <li>Writing for Grades 1-5: Scoring WIDA Screener Certification Quiz</li> <li>Writing for Grades 6-12: Scoring WIDA Screener Certification Quiz</li> </ul> </td> </tr> </tbody> </table>			WIDA Screener	Training Course Name	Certification Quiz Name	<b>WIDA Screener for Kindergarten</b>	<ul style="list-style-type: none"> <li>WIDA Screener for Kindergarten: Administration and Scoring</li> </ul>	<ul style="list-style-type: none"> <li>WIDA Screener for Kindergarten: Oral Language Certification Quiz</li> <li>WIDA Screener for Kindergarten: Literacy Certification Quiz</li> </ul>	<b>WIDA Screener Online</b> <b>WIDA Screener Paper*</b>	<ul style="list-style-type: none"> <li>WIDA Screener Online: Administration</li> <li>WIDA Screener Paper: Administration</li> <li>Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener</li> <li>Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener</li> <li>Writing for Grades 1-5: Scoring WIDA Screener</li> <li>Writing for Grades 6-12: Scoring WIDA Screener</li> </ul>	<ul style="list-style-type: none"> <li>WIDA Screener Online: Administration Certification Quiz</li> <li>WIDA Screener Paper: Administration Certification Quiz</li> <li>Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener Certification Quiz</li> <li>Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener Certification Quiz</li> <li>Writing for Grades 1-5: Scoring WIDA Screener Certification Quiz</li> <li>Writing for Grades 6-12: Scoring WIDA Screener Certification Quiz</li> </ul>
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### Test Administrator Training and Certification

	<p>To prepare to administer a screener, TAs are highly encouraged to review the WIDA Screener for Kindergarten and/or the WIDA Screener Test Administrator’s Manual. All training and certification quizzes are taken and completed within the <a href="#">WIDA Secure Portal</a>.</p> <p>Copies of a TA’s certification shall be retained by the district/school test coordinator annually.</p>
<p><b>Website Permissions</b></p>	<p>TAs are required to have a <a href="#">WIDA Secure Portal</a> account to complete the required trainings and certifications before administering any of the WIDA suite of assessments. The <a href="#">WIDA website</a> has many other resources for districts/charters to deepen their understanding around how to assess, teach, and grow academic language proficiency.</p> <p>Learn how to get a WIDA Secure Portal or WIDA AMS account by going to the <a href="#">English Language Proficiency Assessment web page</a> on the <a href="#">Idaho SDE website</a>.</p> <p>Contact WIDA Client Services, (866) 276-7735 / <a href="mailto:help@wida.us">help@wida.us</a>, or your District Test Coordinator (DTC) for a user account.</p> <p><a href="#">WIDA Assessment Management System</a> (AMS) is the administrative test portal where district test coordinators and school test coordinators set up online testing registrations and complete student response scoring requirements. WIDA AMS allows test coordinators the ability to add/edit students for testing, create new test sessions, and retrieve test scores. In addition, this is also the platform that previous ACCESS test scores and reports can be retrieved from. Users who need to score the WIDA Screener Online will need an account prior to assigning a Speaking and Writing score to the WIDA Screener Online.</p> <p><b>To access WIDA AMS (DRC)</b> contact your DTC. If your DTC is unavailable, contact DRC Customer Service at 855-787-9615 or <a href="mailto:wida@datarecognitioncorp.com">wida@datarecognitioncorp.com</a> and a representative can assist you with setting up an account (be ready to provide a valid school or district email address).</p>

## EL Program Requirements – Services &amp; Support

Question/Topic	State-specific Guidance
<b>EL Services or Program Requirements</b>	<p>Idaho is a local control state which allows districts/charters the ability to select an LIEP to best suit the needs of ELs in their district/charter. For more details, refer to the <a href="#">English Learner Program Manual</a>.</p> <p>The following documents may also be referenced to understand district obligations to EL students:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Dear Colleague Letter: English Learner Students and Limited English Proficient Parents</a></li> <li>2. <a href="#">English Learner Tool Kit: Chapter 2 – Tools and Resources for Providing English Learners with a Language Assistance Program</a></li> <li>3. <a href="#">Every Student Succeeds Act</a></li> </ol>
<b>Declining Services</b>	<p>Parents/Guardians may choose to decline their child’s placement in a district/charter LIEP program by completing and signing a waiver of services (<a href="#">English/Spanish</a>).</p> <ul style="list-style-type: none"> <li>• A new waiver must be completed and placed in the student’s cumulative file and uploaded into ELMS annually</li> </ul> <p>When a parent/guardian declines their child’s participation in LIEP services, the student is still considered an EL and <b>must complete ACCESS for ELLs annually</b> until the minimum Idaho EL exit criteria is met. Waiver of services does not remove an LEA’s Office of Civil Rights obligation to provide language development services to their EL students.</p>