

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 ELL services. This document is updated each spring and throughout the year per SEA request.

**For questions related to state policy, please contact:**

Andrew Bennett  
ELP Assessment Coordinator  
[abennett@sde.idaho.gov](mailto:abennett@sde.idaho.gov)  
(208) 332-6909

Taylor Baggerly  
Assessment Program Specialist  
[tbaggerly@sde.idaho.gov](mailto:tbaggerly@sde.idaho.gov)  
(208) 332-6903

Maria Puga  
EL Program/Title III Coordinator  
[mpuga@sde.idaho.gov](mailto:mpuga@sde.idaho.gov)  
(208) 332-6905

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
<b>Process Overview</b>	<p>Idaho districts/charters identify English Learners in a multi-step process. Upon enrollment into a new district/charter:</p> <ul style="list-style-type: none"> <li>• Parent/Guardian completes a Home Language Survey (HLS) / English Learner (EL) Coordinator-Administrator checks the Idaho English Learner Management System (<a href="#">ELMS</a>) for prior EL identification <ul style="list-style-type: none"> <li>○ Original HLS is filed in student's cumulative file</li> <li>○ <a href="#">Idaho Home Language Survey (English)</a>; <a href="#">Idaho Home Language Survey (Spanish)</a></li> </ul> </li> <li>• EL Coordinator/Administrator logs into the <a href="#">Idaho English Learner Management System</a> to determine previous EL identification (if any) of the newly enrolled student <ul style="list-style-type: none"> <li>○ If student is already identified in ELMS as an EL, no language proficiency screener is needed</li> <li>○ School should provide programmatic determination for student based on previous EL History</li> </ul> </li> <li>• EL Coordinator/Administrator reviews HLS responses to determine proficiency screener eligibility or whether further parent/guardian clarification is needed <ul style="list-style-type: none"> <li>○ Reference the "<i>Decision to Assess Matrix</i>" to assist in the evaluation of the HLS to determine English language proficiency screening (recommended). This document is located in the EL Identification and Screening Mini-Manual</li> <li>○ Reference "EL Programming Flow Chart" (recommended). This document is located in the EL Identification and Screening Mini-Manual</li> </ul> </li> <li>• English language proficiency screener is assigned (through WIDA AMS for WIDA Screener Online) and completed:</li> </ul>

## Initial Assessment and Identification

	<ul style="list-style-type: none"> <li>○ Kindergarten W-APT</li> <li>○ WIDA Screener Online <ul style="list-style-type: none"> <li>▪ Paper version is available to accommodate individual student need (rare)</li> </ul> </li> <li>● EL Coordinator/Administrator enters WIDA Screener results into ELMS</li> <li>● EL Coordinator/Administrator issues letter informing parent/guardian of student's identification for Language Instruction Educational Program (LIEP) services</li> <li>● Newly identified EL is placed into LIEP services</li> </ul> <p>*Please reference the <a href="#">English Language Support Services Identification Procedure – For Use During Extended School Closures</a> for when school are cannot meet face-to-face to complete the identification process.</p> <p>**If the EL Coordinator/Administrator does not have access to the English Language Management System, contact the district's Idaho System for Educational Excellence (ISEE) User Tool Administrator.</p>
<b>Timelines</b>	<p>Identification of and notification to parents/guardians regarding their child's placements in LIEP services needs to be completed within 30 calendar days of enrollment into a new district/charter.</p> <p>Districts/schools should take the necessary time to evaluate the student's HLS and other relevant information to make the most appropriate placement decision for the student.</p>
<b>Home Language Survey</b>	<p>The State mandates that a parent/guardian is required to complete a <a href="#">Home Language Survey</a> (HLS) upon <b>initial</b> entry into a new district/charter. The HLS asks parents/guardians to identify the language(s) used primarily by and with the child in different contexts 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>

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	<p>Districts/Charters may use Idaho’s “Decision to Assess Matrix” and “EL Programming Flow Chart” to support the determination on whether answers given on the HLS should result in screening or if the need for additional clarification from the parent/guardian is required.</p>
<p><b>State Approved Assessments</b></p>	<p>Idaho uses the following English Language Proficiency assessments to identify ELs:</p> <p><b>Kindergarten and first semester Grade 1 students:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Kindergarten W-APT</a></li> </ul> <p><b>Second semester Grade 1 – 12 students:</b></p> <ul style="list-style-type: none"> <li>• <b>WIDA Screener Online</b> <ul style="list-style-type: none"> <li>○ WIDA Screener Online is administered for free via the <a href="#">WIDA Assessment Management System</a> (AMS) site</li> <li>○ WIDA Screener Online grades 1 – 3 Writing domain student test booklets can be downloaded from the <a href="#">WIDA Secure Portal</a> with a valid user account</li> </ul> </li> <li>• <b>WIDA Screener Paper</b> <ul style="list-style-type: none"> <li>○ Approved for ELs with disabilities, as an accommodation for a newcomer student, or as an administrative consideration (should only be used in rare cases)</li> </ul> </li> <li>• <b>WIDA Remote Screener</b> <ul style="list-style-type: none"> <li>○ The WIDA Remote Screener is used in conjunction with the <a href="#">English Language Support Services Identification Procedure – For Use During Extended School Closures</a> to pre-identify students for English language support services. Note: If a student completes the WIDA Remote Screener as a part of the procedure outlined above, the student is required to complete either the WIDA Screener or K W-APT upon the school reopening to verify eligibility.</li> </ul> </li> <li>• <b>WIDA Screener for Kindergarten</b> <ul style="list-style-type: none"> <li>○ The WIDA Screener for Kindergarten will replace the K W-APT starting July 1, 2021.</li> </ul> </li> </ul>

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<p><b>Paper Based Screener Costs</b></p>	<p>Materials required for administering the WIDA Screener Paper are acquired differently depending on the size of the EL population within a district.</p> <p><b>WIDA Screener Paper</b> During the 2018-2019SY, the Idaho SDE supplied WIDA Screener Paper test kits to districts/charters which had 25 or more ELs enrolled within the district/charter. The district/charter will need to purchase additional test booklets if additional copies are needed. Additional test booklets and audio CDs or USB drives can be purchased directly by the district/charter by visiting the <a href="#">WIDA Store</a>.</p> <ul style="list-style-type: none"> <li>• Student Response booklets, Test Administration Manual, and Test Administrator Scripts are downloadable within the WIDA Secure Portal from the <a href="#">Materials and Resources tab</a> and printed locally.</li> </ul> <p>Districts with <b>fewer than 25 ELs</b>, can check-out a WIDA Screener Paper test kit to administer the WIDA Screener Paper at no charge to the district/charter. Test booklets will also be supplied to districts/charters as a part of the check-out process. Requests to check-out the WIDA Screener Paper test kit can be made <a href="#">here</a> or by contacting the ELP Assessment Coordinator or Assessment Program Specialist.</p> <p><b>Kindergarten W-APT</b> The Kindergarten W-APT student test response booklets, test administrator script, and test administration manual are available to users with a valid WIDA Secure Portal account.</p> <p>Andrew Bennett, ELP Assessment Coordinator: (208) 332-6909 / <a href="mailto:abennett@sde.idaho.gov">abennett@sde.idaho.gov</a> Taylor Baggerly, Assessment Program Specialist: (208) 332-6903 / <a href="mailto:tbaggerly@sde.idaho.gov">tbaggerly@sde.idaho.gov</a></p>
<p><b>Identification/Placement Criteria</b></p>	<p><b>EL Program Identification Criteria:</b> Prior to administering the Kindergarten W-APT or WIDA Screener, districts/charters should log-in to the <a href="#">English Learner Management System</a> (ELMS) to determine whether a prior language proficiency assessment has been given and/or whether a current EL status is already reported for the student. If a status has already been assigned in ELMS, no screening is necessary.</p> <p>An EL student who meets the <a href="#">screen-out criteria</a> on the language proficiency screener must be coded as 'SO' and is not assigned an EL entry date within ELMS as the student does not qualify for EL services. If you do not have access to ELMS, please contact your district/charter ISEE coordinator.</p>

## Initial Assessment and Identification

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

**First Semester Kindergarten (Kindergarten W-APT)**

Students received the following minimum scores:

- 29 or 30 in Listening and Speaking
- AND 6 or higher in Reading
- AND 5 or higher in Writing

**Second Semester Kindergarten (Kindergarten W-APT)**

Students received the following minimum scores:

- 29 or 30 in Listening and Speaking
- AND 11 or higher in Reading
- AND 14 or higher in Writing

**First Semester Grade One (Kindergarten W-APT)**

Students received the following minimum scores:

- 29 or 30 in Listening and Speaking
- AND 14 or higher in Reading
- AND 17 or higher in Writing

**Second Semester Grade 1****Grades 2 – 12 (WIDA Screener Online/Paper)**

Students received the following minimum scores:

- Composite Proficiency Level of 5.0 or higher

AND at least 4.0 in the language domains of Reading, Writing, Speaking, and Listening

## Initial Assessment and Identification

**Other Useful Resources or Information**

- Parents/Guardians must be notified of LIEP placement within 30 days of enrollment.
- Kindergarten W-APT and WIDA Screener results are entered in [ELMS](#) and scores are kept in a cumulative file. Student must be appropriately coded in the district/charter student information system.
- Students who have been in US schools for less than one (1) year must be coded as L1. These student's EL entry dates should also be < 1 year, this includes all kindergarten EL students. ELs who have been in the US for >1 year are coded as LE.
- If a student enrolls from another WIDA member state with qualifying scores, these students are coded appropriately to their ORIGINAL entry date. If a student enrolls from any non-WIDA state, the student must participate in the appropriate WIDA screener assessment to determine whether they qualify using the Idaho EL qualification criteria. In this case, use the ORIGINAL EL entry date that they student qualified for an EL program, even if it was from the other state.
- For ELs with special needs requiring accommodations, administer the screener assessment with accommodations. For ELs with disabilities that preclude them from being able to participate in a domain assessment (e.g. deaf, blind, etc.), only administer the domains in which the student can participate. Apply the 4.0 domain criteria within the domains they were able to participate to determine whether the student qualifies for LIEP services.

For more information on identification and placement procedures, please review the Identification and Screening Mini-Manual found on the [English Learner Program/ Title III Federal Programs webpage](#).

## Test Administrator Training and Certification

Question/Topic	State-specific Guidance
<b>Test Administrator Qualifications</b>	<p>District/Charter staff members who have successfully completed and passed the WIDA language proficiency assessment training(s) and certification(s) requirements may become a Test Administrator (TA) to facilitate and score WIDA Screener and Kindergarten W-APT.</p> <ul style="list-style-type: none"> <li>• TAs must become certified for each assessment type and grade cluster administered</li> </ul>
<b>Test Administrator Training Requirements</b>	<p>New Test Administrators (TA) are required to certify before administering the WIDA Screener or K W-APT. To become certified to proctor and score WIDA Screener, TAs must pass the relevant certification quizzes with a score of 80% or higher on:</p> <ul style="list-style-type: none"> <li>• Speaking Grades 1-5</li> <li>• Speaking Grades 6-12</li> <li>• Writing Grades 1-5</li> <li>• Writing Grades 6-12</li> </ul> <p>To prepare to administer the assessment, TAs are highly encouraged to review the Kindergarten W-APT and/or the WIDA Screener Test Administrator’s Manual and training tutorials. All training and certification quizzes can be found within the <a href="#">WIDA Secure Portal</a>.</p> <p>*TA will be required to complete the training and certify to administer the WIDA Screener for Kindergarten once it become available in March 2021. The test will first be administered in Idaho starting July 1, 2021.</p>
<b>Website Permissions</b>	<p>Test administrators require a <a href="#">WIDA Secure Portal</a> account to complete the required trainings before administering any of the WIDA suite of assessments. The <a href="#">WIDA website</a> has many other resources for districts/charters to deepen understanding around how to assess, teach, and grow ELs’ language proficiency.</p> <p>Learn how to get a WIDA Secure Portal or WIDA AMS account by going to the Idaho page on the WIDA website or by going to the <a href="#">English Language Proficiency Assessment web page</a> on the <a href="#">Idaho SDE website</a>.</p> <p><b>To access the WIDA Secure Portal</b> (<a href="http://portal.wida.us">portal.wida.us</a>) contact WIDA Client Services, (866) 276-7735 / <a href="mailto:help@wida.us">help@wida.us</a>, or your District Test Coordinator (DTC) for permissions.</p>



## Test Administrator Training and Certification

[WIDA Assessment Management System](#) (AMS) provides access to the WIDA Screener Online Scoring and Test Management Systems. The 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 for the WIDA Screener Online.


**To access WIDA AMS (DRC)** contact your DTC for permission. If your DTC is unavailable, contact DRC Customer Service at 855-787-9615 or [wida@datarecognitioncorp.com](mailto:wida@datarecognitioncorp.com) and a representative can assist you with setting up an account (be ready to provide a valid school or district email address).




## ELL Program Requirements – Services &amp; Support

Question/Topic	State-specific Guidance
<p><b>ELL Services or Program Requirements</b></p>	<p>Idaho is a local control state allowing districts/charters to identify the LIEP type for qualifying ELs.</p> <p>All WIDA Screener and K W-APT scores must be input in the <a href="#">English Learner Management System</a> after results are reported. To retrieve scores for the WIDA Screener Online follow the steps below.</p> <p>WIDA Screener Online results and student responses for scoring (Speaking and Writing domains) can be found within <a href="#">WIDA AMS</a>. Follow the process below to retrieve, score and record online screener results.</p> <ul style="list-style-type: none"> <li>• To <b>score</b> the WIDA Screener Online Speaking and Writing domains*             <ol style="list-style-type: none"> <li>1. Log-in to WIDA AMS</li> <li>2. Select 'My Applications'</li> <li>3. Select 'Screener Scoring'</li> <li>4. Under the 'Administration' heading, select 'Screener – Idaho 2020 – 2021'</li> <li>5. Under the 'District' heading, select your district/charter</li> <li>6. Under the 'School' heading, select the administration school</li> <li>7. Under the 'Domain' heading, select 'Screener'</li> <li>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)</li> <li>9. Select 'Show Sessions'</li> <li>10. Find the Session the student was tested within, select the 'Show Student' (  ) icon</li> <li>11. Find the student tested and content area you wish to score ("WRITING/SPEAKING")</li> <li>12. Under the 'Action' heading (right-hand side of the Scoring Status – Screener table), select the 'Score Student' (  ) icon</li> </ol> </li> </ul> <p>* Test Administrators wishing to score the Speaking and Writing content areas must first complete the training(s) and certification requirements.</p> <p><b>**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:</b></p>

## ELL Program Requirements – Services &amp; Support

1. Select 'My Applications'
2. Select 'User Management'
3. Under the 'Edit User' tab, select 'Screener – Idaho 2020-2021' (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 (  ) icon
7. Under the 'Certified' column, check the boxes for the content areas you wish the TA to have permissions for
8. Select 'Submit'

- **To retrieve completed WIDA Screener Online results:**

1. Log-in to WIDA AMS
2. Select 'My Applications'
3. Select 'Report Delivery'
4. Select 'On-Demand Reports'
5. Under the 'Administration' heading, select 'Screener Idaho – 2020 -2021'
6. Under the 'District' heading, select your district/charter
7. Under the 'School' heading, select the administration school
8. Enter the first and last name of the student screened
9. Select 'Find Students'
10. Under the 'Action' heading (right-hand side of the student table), Select the 'PDF' (  ) icon

- **Enter WIDA Screener results into ELMS**

## ELL Program Requirements – Services &amp; Support

**Declining Services**

Parents/Guardians may choose to decline their child's placement in a district/charter LIEP program by completing and signing a waiver of services ([English](#)/[Spanish](#) waiver).

- A new waiver must be completed and placed in the student's cumulative file and uploaded into ELMS on an annual basis
- The identified EL is coded within ELMS as 'EW'

When a parent/guardian declines their child's participation in LIEP services, the student is still considered an EL and must continue to take ACCESS for ELLs 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 to their EL students.