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:

Indiana Department of Education (IDOE)

Office of Student Assessment   English Learning and Migrant Education

INassessments@doe.in.gov   englishlearners@doe.in.gov

317-232-9050

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	The key steps corporations/schools must take for identifying a student as an English learner (EL) and placement in an EL program include: • **Home Language Survey (HLS):** Administration of an initial HLS or acquisition of the original HLS from Indiana to identify potential ELs. • **WIDA Placement Assessment:** Administration of the appropriate WIDA Screener placement assessment for potential ELs based on the HLS. • **Prior WIDA Assessment Data:** Acquisition of prior WIDA assessment results (Screener or ACCESS) if the student transferred from another Indiana school or WIDA Consortium Member State. • **Entrance Criteria:** If the student meets Indiana's entrance criteria, the student is identified as an EL and placed in the EL program. An Individual Learning Plan (ILP) must be created, and the student must be provided with English language development instruction. The student is required to participate in the annual WIDA ACCESS assessment. • **Notification of Parents:** Parents or guardians must be notified of program placement within 30 calendar days of the beginning of the school year or within two weeks if the student enrolls later in the school year.

Initial Assessment and Identification

Timelines	The EL identification and placement process begins upon a student's enrollment in the school. The entire process must be completed within the first 30 calendar days of the school year, or within two weeks of enrollment for students who enroll later in the school year.
Home Language Survey	Upon enrollment, the school must determine if the student is a potential EL by: • Administering the HLS if the student is enrolling in an Indiana school for the first time, or • Obtaining the original HLS from Indiana if the student is transferring from another Indiana school or returning to Indiana after a lapse in enrollment. IDOE HLS forms in English and Spanish can be found on IDOE's English Learning and Migrant Education page under EL Compliance Documents. Use of the state-created form is not mandated; however, only the following three questions can be used to determine the home language: • What is the native language of the student? • What language(s) is spoken most often by the student? • What language (s) is spoken by the student in the home? A student's language assignment in the local Student Information System and the IDOE Ed-ID profile must align to the HLS responses. All students' home language is reported to the state via Data Exchange. If a language other than English is indicated for any of the three HLS questions, the student is a potential EL and must be administered the appropriate WIDA Screener assessment. EL data is reported annually via Data Exchange based on enrollment status on October 1. More information on state data reporting and Data Exchange can be found on the IDOE Data Information and Technology webpage.

Initial Assessment and Identification

State Approved Assessments	In Indiana, the following placement assessments are approved as options for traditional public schools, public charter schools, accredited non-public schools participating in the Choice Scholarship Program, and accredited non-public schools participating in Title III: • **WIDA Screener for Kindergarten:** Kindergarten and Grade 1 (1st Semester) • **WIDA Screener (Online or Paper*):** Grade 1 (2nd Semester) through Grade 12 **Note:** Students in preschool or pre-kindergarten are not eligible to be participate. There is currently not an Alternate Screener assessment available. Schools should attempt to administer (to the extent possible) the appropriate grade level Screener assessment to potential ELs with severe cognitive disabilities. *WIDA Screener Paper is permitted for students with a paper testing accommodation formally documented in an Individual Education Program (IEP), non-public Service Plan (SP), Choice Special Education Plan (CSEP), or Section 504 Plan. WIDA Screener Paper is also permitted for students whose religious beliefs object to the use of technology, as well as for students with little to no formal education (e.g., refugee students) for whom computer-based testing is deemed inappropriate.
Paper Based Screener Costs	WIDA Screener Paper includes some materials that can be downloaded and printed from the WIDA Secure Portal and some that must be ordered/purchased from the WIDA Store. All existing corporations, public charter schools, and non-public schools received at least one WIDA Screener Paper Grades 1-12 District Kit containing reusable materials in 2017-2018. A Non-Standard Assessment Accommodation Request must be submitted for any student participating in WIDA Screener Paper.

Initial Assessment and Identification

Identification/Placement Criteria	Entrance Criteria First Semester Kindergarten (Listening and Speaking domains only): • **Below proficient:** Oral Language Proficiency Level of 4.5 or below • **Fluent:** Oral Language Proficiency Level of 5.0 to 6.0 Second Semester Kindergarten through Grade 12: • **Below proficient:** Overall Proficiency Level of 4.5 or below • **Fluent:** Overall Proficiency Level of 5.0 to 6.0 **Prior WIDA Assessment Data:** If the student transferred from another Indiana school or WIDA Consortium Member State, the receiving school has up to 30 calendar days of the beginning of the school year, or two weeks if the student enrolls later in the school year, to obtain Screener or ACCESS results from the sending school. Recent Screener or ACCESS results (i.e., assessed during the current or previous school year) should be used to determine EL identification and placement, when available. Students who obtained an Overall proficiency level of 5.0 to 6.0 a WIDA Screener or ACCESS assessment in any previous school year do not meet entrance criteria and are classified as Fluent. • For previous WIDA Screener for Kindergarten and WIDA Screener (Grades 1-12) results, refer to the Entrance Criteria above. • For previous WIDA ACCESS results, an Overall Composite Proficiency Level of 4.9 or below qualifies the student for placement in the EL program. • Refer to Appendix A of the *2023-2024 WIDA Assessment Guidance* for more information if the most recent prior WIDA assessment data is from the administration of Kindergarten W-APT, which is now a retired assessment. If prior results are not recent or cannot be obtained within the specified time frame, the student must be assessed with the appropriate Screener assessment to determine EL identification and to notify parents of eligibility for EL services.

Initial Assessment and Identification

Other Useful Resources or Information	- Data for all students with a non-English home language enrolled on October 1, annually, including those who are classified as fluent, are reported via Data Exchange (i.e., DEX-LM). - Identified ELs will be reported for participation in the annual WIDA ACCESS test window via Data Exchange in early to mid-November. - IDOE has a process for reassessment of former ELs. More information can be found in IDOE's *English Learner Guidebook*, available on IDOE's English Learning and Migrant Education webpage. - EL students with disabilities are required to participate in WIDA ACCESS or WIDA Alternate ACCESS (if determined most appropriate by the Case Conference Committee, including special education and EL staff). They should also receive all appropriate testing accommodations, as determined by the Case Conference Committee. - Please see the Indiana member page on WIDA's website and IDOE's *English Learner Guidebook* for more information about identification and placement of ELs.

Test Administrator Training and Certification

Question/Topic	State-specific Guidance
Test Administrator Qualifications	WIDA assessments must be administered only by personnel who hold an instructional,* administrative, or school services license granted by IDOE, as outlined in Section 4 of the 2023-2024 *Indiana Assessments Policy Manual*. Non-certified personnel may only serve as Proctors, not as Test Administrators (TAs). In no case may unlicensed personnel be allowed to supervise the test administration without the guidance of a TA. Proctors may assist the TA before, during, and after test administration. Please note that due to the supplement not supplant provision with federal funding, ELP assessments must be overseen and administered by personnel who are compensated with state and local funds. *The following instructional licenses are allowable for TAs: Professional Educator License, Emergency Permit, Workplace Specialist License, Career Specialist Permit, Transition to Teaching (T2T) Permit, Charter School License, American Board for Certification of Teacher Excellence (ABCTE) Permit, and Alternative Special Education License.*
Test Administrator Training Requirements	WIDA TAs are required to be certified through WIDA for any assessments they will administer by successfully completing the corresponding training courses. WIDA assessment training courses are accessible via the WIDA Secure Portal and delivered in Canvas. **For the 2023-2024 school year, Screener training course certifications must be dated within two years (24 months) of the test administration date to be valid.** Review the 2023-2024 WIDA Assessment Guidance, available on the IDOE website, for detailed information on training requirements and the Training Course Checklist for TAs. WIDA Assessment Training Courses related to the administration of Screener assessments include the following: • *WIDA Screener for Kindergarten: Administration and Scoring* • *WIDA Screener Online: Administration* • *WIDA Screener Paper: Administration* • *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*
Website Permissions	New Corporation Test Coordinators (CTCs) should contact INAssessments@doe.in.gov to obtain WIDA Secure Portal and WIDA AMS account access.

Test Administrator Training and Certification

	The CTC may designate one separate WIDA Test Coordinator (WTC) and delineate tasks and responsibilities, as appropriate. However, the CTC is ultimately responsible for ensuring successful implementation of WIDA assessments. WTCs must be reported via the WIDA Test Coordinator Designee Submission Form annually by September 30. The CTC or WIDA Test Coordinator designee is responsible for creating additional district and school-level WIDA Secure Portal and WIDA AMS user accounts and updating existing accounts and user permissions, as applicable: • School Test Coordinators (STCs) • Technology Coordinators • TAs • Title III/EL Coordinators and Educators

EL Program Requirements – Services & Support

Question/Topic	State-specific Guidance
EL Services or Program Requirements	There are no set state requirements for service time based on proficiency level, as our schools use a wide array of program models (including dual language, push-in, pull-out, co-teaching, etc.). Schools must provide *Lau*-required English Language Development instruction for any eligible student.
Declining Services	Parent/Guardian approval is not required prior to the start of EL services. Identified ELs are opted in by default. Refusal of EL services by a parent/guardian must be documented, signed, and stored locally. Parents/Guardians have the right to opt the EL student back into services at any time. While parents/guardians may decline EL services, the student must still be assessed annually with the appropriate WIDA ACCESS assessment until meeting Indiana's exit criteria.* Schools must still meet parent notification requirements. Additionally, schools continue to have a responsibility to meet the EL's academic and language needs through an Individual Learning Plan (ILP) and accommodations, as needed. *The Elementary and Secondary Education ACT (ESEA), as amended by the Every Student Succeeds Act (ESSA), requires the LEA to assess 100 percent of identified ELs using the annual ELP assessment, including those students whose parents have declined to enroll them in, or had them removed from, language instruction educational programs. All ELs enrolled in schools served by the state must be assessed annually using the state's ELP assessment. (ESEA Section 1111(b)(2)(G)).*