

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

For questions related to state policy or the contents of this document, please contact:

Janna Jobel
English Learner & Title III Educational Consultant
Bureau of Instructional Support, NHED
Janna.M.Jobel@doe.nh.gov
(603) 568-8813

Kelly Ickes, ALT/ELP Assessment Specialist
Bureau of Assessment and Accountability,
NHED
Kelly.A.Ickes@doe.nh.gov
(603) 931-9841

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.

For questions related to the WIDA Assessment Management System (WIDA AMS), DRC INSIGHT, Central Office Services (COS) or materials ordering for the WIDA ACCESS suite of assessments, please contact DRC Customer Service at WIDA@datarecognitioncorp.com or (855) 787-9615.

Initial Assessment and Identification

Questions/Topic	State-specific Guidance
Process Overview	<p>Key steps to identifying and placing a student in an English Language Learner (ELL) program following the timelines outlined in the next section:</p> <ol style="list-style-type: none"> 1. Student registers and parents/guardians complete the state approved Home Language Survey (HLS). 2. School district personnel review the HLS and send the potential English learners' (ELs') files to the District English for Speakers of Other Languages (ESOL) Coordinator and/or ESOL Teacher. 3. If needed, the District ESOL Coordinator or ESOL Teacher must follow up with family to determine if English is the dominant language spoken at home or if another language other than English is the dominant language spoken at home. <ul style="list-style-type: none"> • 3a. If English is the dominant language spoken at home, then the student does not meet the definition of an EL and the state approved English Language Proficiency (ELP) screener is not needed. <i>See the Home Language Survey section below for further detail.</i> • 3b. If another language other than English is the dominant language spoken at home or if it is unclear what the dominant language is, then the student may meet the definition of an EL and the state approved ELP screener is needed. <i>Continue to Step 4 and See the Home Language Survey section for further detail.</i> 4. ESOL Teacher serves as the Testing Administrator and schedules a ELP screener assessment date and time for each potential EL identified. When applicable, District ESOL Coordinator assigns a certified Testing Administrator to schedule a diagnostic assessment for each potential EL identified. The state approved ELP screeners are: WIDA Screener (grades 1-12), WIDA Screener for Kindergarten, and WIDA Alternate Screener (grades K-12). No other ELP screeners are state approved. 5. The District ESOL Coordinator or ESOL Teacher scores the screener. 6. The District ESOL Coordinator or ESOL Teacher notifies the parents/guardians of "screener" results and corresponding eligibility or ineligibility. If eligible, parents must indicate they opt in or opt out of services.

Initial Assessment and Identification

	<p>7. The District ESOL Coordinator or ESOL Teacher adds the EL to New Hampshire's i4see 2.0 ESOL Roster. This includes adding the ELP screener score when adding the student to the roster. New users can request access to the i4see 2.0 ESOL Roster by contacting their Local Security Administrator (iNHDEX/i4see coordinator).</p> <p>It is recommended that the ELP screener administered and corresponding score become part of the student's cumulative folder and as such, that information is passed to the next school if the student moves between school districts.</p> <p>For the specific details regarding the prescribed procedure, please refer to the NH ESOL Programs webpage: English for Speakers of Other Languages (ESOL) Program K-12.</p>
Timelines	<p>Districts have 30 days from the start of the school year to determine EL status and to notify parents of EL status for those students enrolled prior to or at the beginning of the school year (i.e., 30 days or more from the first day of the school year).</p> <p>If student enrolls after the first 30 days of school, initial identification and parent notification must be completed within two weeks.</p>
Home Language Survey	<p>The Home Language Survey (HLS) is administered when the student enters school. The survey becomes part of their cumulative folder and as such, that information is passed to the next school if the student moves between school districts. The HLS is given to new students entering a NH school for the first time during the initial registration process.</p> <p>When an HLS indicates that English is the only language used by the student and all other individuals in the home, the student is considered an English only speaker. School personnel should follow procedures established by the school district for student placement.</p> <p>If a language other than English is documented on any response, the form must be reviewed by the school or district's NH Certified ESOL teacher. The ESOL teacher must follow up with the parents/guardians to confirm that the information provided on the HLS is accurate to determine if ELP screening is needed. Any follow-up conversations with the student's family relevant to initial EL eligibility and identification should be documented and attached to the original HLS and added to the student's permanent academic school record.</p>

Initial Assessment and Identification

	<p>If a student enters your school and has been identified as having a significant cognitive disability, we recommend administering the “Tell Us About Your Child” survey. In the survey, a parent/legal guardian will answer questions about a student’s method of communication and language, their ability to understand communication, and their preferred communication supports.</p> <p>If the HLS does not show a language other than English, but you receive subsequent information that the student received EL services, then administer the appropriate ELP screener.</p> <p>New for 2025-2026: The WIDA Alternate Screener is available for use with students with the most significant cognitive disabilities. Use NHED’s Decision Making Worksheet to determine appropriateness of the Alternate Screener and document the decision in a 504 plan or IEP before use. Use the WIDA Screener if the decision cannot be made and documented in the 30 days from the beginning of school year or two weeks any other time of year. Please note, using the Alternate Screener does not automatically determine whether the student will take the WIDA ACCESS or WIDA Alternate ACCESS. This is a determination to be made by the IEP team separate from the ELP screener determination.</p>
State Approved Screener Assessments	<p>Kindergarten screener state approved tests: WIDA Screener for Kindergarten*</p> <p>*Only Listening and Speaking domains should be administered to first semester kindergarten students. All four domains (Reading, Listening, Speaking, and Writing) should be administered to second semester kindergarten students.</p> <p>Grades 1*-12 screener state approved tests: WIDA Screener Online.</p> <p>*First semester of 1st grade may administer all four domains of the WIDA Screener for Kindergarten.</p> <p>Grades K*-12 Alternate screener state approved tests: WIDA Alternate Screener for students with the most significant cognitive disabilities.</p> <p>*Only Listening and Speaking domains should be administered to first semester kindergarten students. All four domains (Reading, Listening, Speaking, and Writing) should be administered to second semester kindergarten students.</p>

Initial Assessment and Identification

Paper Based Screener Costs

LEAs are responsible for providing the paper materials for the WIDA Screener. The LEAs will purchase the materials they need directly through the WIDA Store. However, the WIDA Screener Online will be free.

School Districts are responsible for purchasing WIDA MODEL kits if they use MODEL for interim assessments.

For more information, go to the [WIDA Store](#).

WIDA Alternate Screener can be downloaded and printed from the [WIDA Secure Portal](#) for free. The WIDA Alternate Screener: Administration and Scoring training course is available online through the [WIDA Secure Portal](#).

Initial Assessment and Identification

**Identification/Placement
Criteria****Identification Recommendation:**

It is recommended that the LEA offers an initial consultation with the student's parents/guardians to discuss the screener results and to ask questions regarding their child's academic abilities and challenges, previous schooling, and social-emotional well-being. This information helps to inform placement decisions.

In rare cases, a student with a disability may not be able to access one or two domains of an ELP screener. If this is the case, refer to page 4 of [NHED Guidance on Identification and Placement of ELs](#) to determine eligibility and exit criteria.

Exit Criteria:**WIDA Screener for Kindergarten:**

- First semester Kindergarten: Listening & Speaking Oral language proficiency score: 4.5 or higher
- Second semester Kindergarten and first semester first graders: Listening, Speaking, Reading and Writing Composite score: 4.5 or higher (no domain minimums)

WIDA Screener (Grades 1-12):

- If the student achieves an **Overall Composite score 4.5**, the student has met the minimum proficiency benchmark

WIDA Alternate Screener (Grades K-12)

- First semester Kindergarten: Listening & Speaking Oral language proficiency score: 4 or higher
- Second semester Kindergarten and Grades 1-12: Listening, Speaking, Reading and Writing Composite score: 4 or higher (no domain minimums)

Initial Assessment and Identification

Other Useful Resources or Information	<p>Student screener scores must be added to the i4see 2.0 ESOL Roster and new ELs must be reported to the state via the fall roster provided by the i4see 2.0 ESOL Roster.</p> <p>Students arriving after the fall roster should be entered in the i4see 2.0 ESOL Roster as soon as possible.</p> <p>LEAs determining that a student should be reassessed for ELL program placement should review the “Request for Reclassification of EL Students Document” available from the ESOL webpage. For questions, please contact Janna Jobel at NHED.</p>
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Test Administrator Training and Certification

Question/Topic	State-specific Guidance
Test Administrator Qualifications	<p><u>WIDA Screener:</u></p> <ul style="list-style-type: none"> NHED strongly encourages the Screener to be administered by educators who hold a NH ESOL license. However, due to the critical shortage of licensed ESOL educators in New Hampshire, any NH certified educator will be allowed to <u>administer</u> the WIDA Online Screener. It will continue to be required that the WIDA Online Screener be <u>scored</u> by a licensed ESOL educator and that the WIDA Screener for Kindergarten, WIDA Paper Screener, and WIDA Alternate Screener be administered <i>and</i> scored by a licensed ESOL educator. This requirement applies to all NH school districts and public charter schools. To qualify as a Test Administrator, teachers must: (1) hold certification in NH; AND (2) complete the WIDA online training available through the WIDA Secure Portal with a quiz score of 80% or higher for any WIDA screener used during initial identification. WIDA TA certifications are considered valid if completed during the current academic year.

- Additionally, due to the nature of the WIDA Alternate Screener it might be most helpful for a licensed ESOL educator along with a licensed special educator administer and score the WIDA Alternate Screener together.

Student and Test Management for the WIDA Screener Online takes place in the WIDA Assessment Management System (AMS). Contact your District Test Coordinator or DRC Customer Service if you require assistance with your WIDA AMS account. *See Paper Based Screener Costs section above for information on obtaining WIDA Screener for Kindergarten, WIDA Paper Screener, and WIDA Alternate Screener.*

Test Administrator Training and Certification

Test Administrator Training Requirements	<p>WIDA Screener for Kindergarten: Test administrators must annually complete the WIDA Screener for Kindergarten Administration and Scoring training courses and pass both certification quizzes.</p> <p>WIDA Screener: Test administrators must annually complete the following courses and pass all applicable certification quizzes, for the tests they will be administering:</p> <ul style="list-style-type: none"> • WIDA Screener Online: Administration • WIDA Screener Paper: Administration <p>If also scoring the WIDA Screener Speaking and/or Writing domains, test administrators must complete the following courses for the grade level tests and domains they will be scoring:</p> <ul style="list-style-type: none"> • Speaking for Grades 1-5: Scoring WIDA Screener and ACCESS Braille • Speaking for Grades 6-12: Scoring WIDA Screener and ACCESS Braille • Writing for Grades 1-5: Scoring WIDA Screener • Writing for Grades 6-12: Scoring WIDA Screener <p>New for 2025-2026: The WIDA Alternate Screener training course will be available July 1. Test administrators must annually complete the WIDA Alternate Screener: Administration and Scoring training courses and pass the certification quiz.</p> <p>New for 2025-2026: WIDA Screener training courses for scoring Speaking and Writing no longer include content related to WIDA ACCESS 1-5 or 6-12.</p>
Website Permissions	<p>WIDA Secure Portal (portal.wida.us)</p> <p>To obtain a WIDA Secure Portal account, teachers must contact their District Test Coordinator. Only certified teachers will have access to the WIDA Secure Portal for training modules and testing materials. School Test Coordinators must contact their District Test Coordinator to be given access for WIDA Secure Portal. New District Test Coordinators must contact NHED via the Assessment and Accountability Helpdesk so that we may get you set up with WIDA Secure Portal and WIDA AMS access. Once you have an account set up, you may</p>

Test Administrator Training and Certification

	<p>contact the WIDA Client Services Center at help@wida.us or (866) 276-7735 for assistance managing users and navigating in WIDA Secure Portal.</p> <p>WIDA AMS (DRC) (drctedirect.com)</p> <p>To obtain a WIDA AMS account, teachers must contact their District Test Coordinator. Only certified teachers will have access to the WIDA AMS for WIDA Screener. School Test Coordinators must contact their District Test Coordinator to be given access for WIDA AMS. New District Test Coordinators must contact NHED via the Assessment and Accountability Helpdesk so that we may get you set up with WIDA Secure Portal and WIDA AMS access. Once you have an account set up, you may contact DRC Customer Service at wida@datarecognitioncorp.com or (855) 787-9615 for assistance managing users and navigating in WIDA AMS.</p>
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EL Program Requirements – Services & Support

Question/Topic	State-specific Guidance
EL Services or Program Requirements	<p>Students identified as ELs must be placed in a Language Instruction Educational Program. LEAs may choose the program type. Please reference page 7 of the NHED Guidance on Identification and Placement of ELs.</p> <p>For guidance on frequency of EL services, refer to page 8 of the NHED Guidance on the Identification and Placement of ELs.</p> <p>LEAs are responsible for providing ESOL services to ELs unless parents have declined services in writing.</p> <p>WIDA Screener results are entered by the LEA in the i4see 2.0 ESOL Roster and are stored there for future reference.</p>

EL Program Requirements – Services & Support

Declining Services

The parent/legal guardian must meet with the school to discuss their concerns. The parent/legal guardian must submit their request in writing to decline EL services. This request must be kept in the student's cumulative file and updated in the i4see 2.0 ESOL Roster.

Declining ESOL services does not exclude a student identified as an English Learner from the state mandated annual English Language Proficiency assessment. LEAs are responsible for the progress of all ELs, including those whose parent/legal guardian declined services.