

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:

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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	<p>Where to start.... Questions to ask....</p> <ul style="list-style-type: none"> • Home Language Survey. A sample HLS Survey is on the SDDOE website. • If HLS indicates student's home language is other than English, administer approved screener. If there are questions about how the HLS was filled out, it is appropriate for the LEA to gather more information. It is also important to look at the EL definition. • If a student qualifies for the program, LEAs must notify the parents. Parent notification letter can be found on the Title III – English Language Acquisition page. • A Language Acquisition Plan (LAP) must be written for the student: See <i>Language Acquisition Plan – (word version)</i>
Timelines	<p>Timeline: Screening and parental notification of eligible students must be given within 30 days of enrollment. Once the school year is underway, the window for identification, screening, and parental notification of eligibility is within 2 weeks of enrollment.</p>

Initial Assessment and Identification

<p>Home Language Survey</p>	<p>The Home Language Survey is administered once to ALL students in the district. Once this process has been completed district-wide, then the following year the Home Language Survey goes to all NEW students in the school district. Home Language Surveys need to be kept in student's cumulative folder.</p> <p>Home Language Survey questions include:</p> <ul style="list-style-type: none"> • What is the language most frequently spoken at home? • What language did your child learn when he/she began to talk? • Which language does your child most frequently speak at home? • Which language do you most frequently speak to your child? <p>Timeline: At the beginning of the school year, identification, screening and parental notification of eligible students, must be given within 30 days of enrollment. Once the school is underway, the window for identification, screening and parental notification of eligibility is within 2 weeks of enrollment.</p> <p>After an LEA has administered the home language survey, the next step in the identification process is to determine if the student meets the EL definition. The HLS is a tool to help LEAs identify potential students for assessment of language proficiency and English language development program placement.</p>
<p>State Approved Assessments</p>	<p>Approved screening tools are:</p> <p>Kindergarten: WIDA Screener for Kindergarten Grades 1-12: WIDA Screener Online, WIDA Screener Paper</p> <p>Kindergarten W-APT is no longer an approved assessment for Kindergarten and first semester first grade students. Please securely destroy any remaining Kindergarten W-APT materials.</p>
<p>Paper Based Screener Costs</p>	<p>SEA expects that all LEAs will administer WIDA Screener Online. SEA will order and pay for WIDA Screener Paper materials at the beginning of the year for LEAs who have requested permission to utilize the paper version of Screener.</p> <p>For more information on purchasing WIDA MODEL, please visit the WIDA Store.</p>

Initial Assessment and Identification

Identification/Placement Criteria	<p>Exit Criteria:</p> <p>Overall Composite PL \geq 5.0 on ACCESS for ELLs</p> <p>Identification Criteria:</p> <p>If a student transfers in from another WIDA state, the LEA can utilize information provided by the student's former district to determine EL program eligibility.</p> <p> Screener scores that identify a student as EL are as follows and listed on the SDDOE website (under <i>Identification, Screening, Parent Notification, Program Model</i> tab):</p> <p>Grades 1-12: Students with a composite score lower than 5.0 qualify for ELL services.</p> <p>Kindergarten: Earliest Kindergarten screener can be given is May prior to entering Kindergarten through 1st semester of Kindergarten:</p> <ul style="list-style-type: none"> • If oral language proficiency level score on WIDA Screener for Kindergarten is less than 5.0, the student will be deemed eligible for language assistance services and must be administered the annual ACCESS for ELLs assessment. <p>Kindergarten: 2nd semester kindergarten through 1st semester of grade 1</p> <ul style="list-style-type: none"> • If overall composite proficiency level score on WIDA Screener for Kindergarten is less than 5.0, the student will be deemed eligible for language assistance services and must be administered the annual ACCESS for ELLs assessment.
Other Useful Resources or Information	<p>Students identified as EL must be identified as such in Infinite Campus – instructions on how to do this can be found in English Learner Data Elements in Infinite Campus</p> <p>Screener results/scores are to be placed in the student's cumulative file.</p> <p>First Year in Country Criteria for Newcomer Students</p> <p>A. Must be an identified EL student</p> <p>B. Has attended schools in the United States (not including Puerto Rico) for less than 12 months</p> <p>C. Must take ACCESS for ELLs if enrolled during the testing window to get the first year bye of being exempted from the ELA portion of SBAC</p>

Initial Assessment and Identification

D. The student takes the Math and Science (depending on grade level), but only counts as participation and scores are not included in accountability.

Guidance for entering student information into Infinite Campus

Under Demographics please indicate date entered U.S. & date entered U.S. school. Also under the enrollment tab, if the student meets the definition of first year in country, then the first year in country checkbox will need to be marked.

For more information on the identification and placement process, please see the [Identification Mini-Manual](#).

There are a couple of things to consider when a new student is enrolling in the LEA:

- Does the student have available records that may be used to help determine whether the student has demonstrated “the ability to successfully achieve in classrooms where the language of instruction is English”?
- Students’ cumulative folder should also be examined to determine whether the student was previously identified and was receiving English language development services.
- If the student came from another WIDA state and has a WIDA proficiency level from an assessment within the last calendar year, then the receiving district does not need to administer the screening assessment.
- If the student had previously been identified in another district or WIDA state, then the student should be placed in the district’s English language development program.

Test Administrator Training and Certification

Question/Topic	State-specific Guidance
Test Administrator Qualifications	Must be a certified educator.
Test Administrator Training Requirements	<p>To be certified to administer WIDA Screener, test administrators must complete the following courses for the tests they will be administering:</p> <ul style="list-style-type: none"> • WIDA Screener Online: Administration • WIDA Screener Paper: Administration <p>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:</p> <ul style="list-style-type: none"> • 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 <p>To be certified to administer and score WIDA Screener for Kindergarten, test administrators must complete the WIDA Screener for Kindergarten: Administration and Scoring training course.</p> <p>WIDA Screener training will be required annually. Training must be completed two weeks prior to administration.</p> <p>Test Administrators may also attend the New Coordinator’s Workshop and WIDA Screener Fall webinars (please note these workshops will be held virtually).</p>
Website Permissions	<p>WIDA Secure Portal (portal.wida.us) Contact District Test Coordinator for access to assessment training materials.</p> <p>WIDA AMS (DRC) (wida-ams.us) Educator Scoring for WIDA Screener: Contact District Test Coordinator for permissions To gain access to the WIDA AMS system, contact your District Assessment Coordinator or SDDOE.</p>

ELL Program Requirements – Services & Support

Question/Topic	State-specific Guidance
ELL Services or Program Requirements	<p>SDOE does not require a specific type of EL program. Program Model Descriptions can be found on the SDDOE website.</p> <p>Once a student has been identified as an EL, districts will begin providing EL services, unless a parent/guardian has indicated they would like to deny services.</p> <p> Screener results should be entered into the comments section of the EL tab found in Infinite Campus. For more information visit English Learner Data Elements in Infinite Campus</p>
Declining Services	<p>LEAs are required to send a parent letter home. In that letter there is a statement that says the following:</p> <p>Parents/guardians have the right to decline services, but annual language proficiency assessment remains a district responsibility. If services are declined, an LAP is written to address the student’s linguistic needs in the regular education setting. The EL decline of services form must be signed, dated, and returned to the school.</p>