

Initial Assessment and Identification

| Questions/Topic | State-specific Guidance |
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| Process Overview <ul style="list-style-type: none"> What are the key steps to identifying and placing a student in an ELL program? | <p>Key Steps:</p> <p>St. Thomas/St. John and St. Croix Districts:</p> <ol style="list-style-type: none"> Administer the Home Language Survey at registration. New incoming potential ELs are assessed utilizing the WIDA Screener in grades 1-12. The WIDA Model is used to assess potential Kindergarten ELs. Language Minority Student Identification Form is sent to all homeroom teachers at each school at the beginning of the school year. When a school refers a potential EL student, the Informal Interview Questionnaire is used before administering the WIDA Screener. |
| Timelines <ul style="list-style-type: none"> Once students enroll in the district, how much time can pass before schools must make placement decisions? | <p>St. Thomas/St. John and St. Croix Districts:</p> <p>In keeping with Federal Guidelines, once the student is registered and enrolled in the district, ELs are given the Home Language Survey. Depending on the results, you must administer the WIDA Screener. The process takes approximately 20 to 30 days in keeping with Federal Guidelines that allow for 30 days.</p> <p>There is no difference between the beginning or middle of the school year. No matter what time of the school year students register, the identification process is the same.</p> <p>The Registration Form given during registration collects the complete name of the student, date of birth, grade completed, parents name, emergency contact, and health conditions the student may have. The form is provided to the District Coordinator and the process begins—Home Language Survey and the WIDA Screener/WIDA MODEL.</p> |
| Home Language Survey <ul style="list-style-type: none"> Is there a state mandated home language survey or list of questions? What is the process for administering a home language survey? | <p>St. Thomas/St. John and St. Croix Districts:</p> <p>The Home Language Survey being utilized is one of the samples provided and recommended in the ELL Tool Kit.</p> <p>The Home Language Survey is only administered during the initial registration of the student.</p> <p>According to the responses of the parent, if there is an indication that another language is spoken at home, then the process begins.</p> |

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| <p>State Approved Assessments</p> <ul style="list-style-type: none"> What WIDA identification/placement assessments are approved options for your state? | <p>St. Thomas/St. John and St. Croix Districts:</p> <p>For Kindergarten EL students, we utilize the WIDA Model. For those students in grades 1-12 use WIDA Screener Online. If a student is unable to use the computer, they may do the test in paper-and-pencil format with assistance from the Test Administrator. WIDA Model and the WIDA Screener Online do not provide modifications for students with disabilities.</p> <p>Note: The VIDE will have a link for the school year 2017-2018 that would provide information on the EL students.</p> |
| <p>Paper Based Screener Costs – WIDA MODEL, WIDA Screener Paper</p> <ul style="list-style-type: none"> Who is responsible for purchasing materials? Who is responsible for paying for materials? Through what methods can these materials be purchased? | <p>The WIDA Model for Kindergarten and WIDA Screener Paper (if necessary) is purchased by the State Director of Assessment. The LEA does not purchase any assessment materials and is not responsible for doing so.</p> <p>For more information, go to the WIDA Store.</p> |
| <p>Identification/Placement Criteria</p> <ul style="list-style-type: none"> What factors should be considered when making a placement decision? What screener scores result in student placement in an ELL program? Are there other criteria LEAs must take into account? | <p>St. Thomas/St. John and St. Croix Districts:</p> <p>In making a determination with respect to the placement of an EL student, there are a number of criteria to keep in mind such as:</p> <ul style="list-style-type: none"> Was there a report card or transcript indicating the student completed a grade level at another district? Results from the WIDA Screener or WIDA model Is there an IEP that indicates the student has a learning disability? Recommendation by the school team or teacher Request by parents <p>Once all information is looked at closely and it indicates the student is an EL, then the student is placed in the program.</p> <p>Note: Currently, the Districts are re-evaluating the entrance and exit criteria.</p> |

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| Other Information and Resources | <p>St. Thomas/St. John and St. Croix Districts:</p> <ul style="list-style-type: none"> • In keeping with Federal Guidelines, a parent meeting is held to provide them with information on the assessment results and the student's designation in the program. • Student screener scores will be added to the Territory-Wide Students Longitudinal Data System. • A quarterly report will be submitted effective school year 2017-2018. • The student is monitored if they do not initially qualify for services. That means, ensuring the student has grades above a "C" or "70" each quarter. • ELs may be reassessed. As teachers monitor ELs, if they see an ELs academic scores falling short of satisfactory, they can request that the student be reassessed. Once the EL student is reassessed, the CIP Team meets to discuss the new results and a determination to place the student back in the program is made. |
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Test Administrator Training and Certification

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| Test Administrator Qualifications | <p>St. Thomas/St. John and St. Croix Districts:</p> <p>ESL Teachers who have completed the WIDA Training Modules who are certified and the ESL District Coordinators who are also certified.</p> |
| Test Administrator Training Requirements | <p>To be certified to score WIDA Screener, TAs must complete the required certification quizzes with passing scores of 80% or higher on the relevant quizzes):</p> <ul style="list-style-type: none"> • Speaking Grades 1-5 • Speaking Grades 6-12 • Screener Writing Grades 1-5 • Screener Writing Grades 6-12 <p>TAs must be certified for the grade levels they are administering. All training and certification quizzes are located on the WIDA website.</p> <p>Kindergarten MODEL: Test administrators should be familiar with the testing materials and go through the training CD/DVD provided with the MODEL kit.</p> |

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| Website Permissions <ul style="list-style-type: none"> How do test administrators obtain WIDA website accounts to complete the training requirements? How do educators obtain access to WIDA AMS to administer WIDA Screener (if applicable)? | <p>WIDA Permissions (www.wida.us):</p> <p>WIDA Screener: Test Administrators should contact their District Test Coordinator for permissions.</p> <p>WIDA AMS (DRC) Permissions (wida-ams.us):</p> <p>Educator Scoring for WIDA Screener: Test Administrators should contact District Test Coordinator for permissions. New Test Coordinator will need to contact SEA.</p> |
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ELL Program Requirements – Services & Support

| Question/Topic | State-specific Guidance |
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| ELL Services or Program Requirements | <p>St. Thomas/St. John and St. Croix Districts:</p> <ul style="list-style-type: none"> All identified EL students are provided with ESL support and assigned to school sites with an ESL Program. If a student is enrolled in a school that does not have an ESL program the District in collaboration with the ESL District Coordinator makes sure that the teacher has an ESL Endorsement or is SIOP trained. The District provides transportation to the nearest ESL designated school. All parents must sign the consent for ESL Services. |
| Declining Services | <p>St. Thomas/St. John and St. Croix Districts:</p> <ul style="list-style-type: none"> If a parent/guardian declines services, a parental conference/meeting is conducted. In the parental conference/meeting the parent is provided an explanation of the assessment results—Online WIDA Screener or WIDA Model for Kindergarten—and the need to provide the EL student with ESL support. In addition, they are provided with information on the type of support, where they will be provided the support, and the benefits of the support with respect to his/her academic progress. If the parent/guardian still declines the ESL services, then the parent is provided the ESL Opt Out form which they must sign. Once they do, a copy is placed in the student's cumulative record. Students whose parents signed the ESL Opt Out form receive the ACCESS for ELLs 2.0 letter indicating that their son/daughter will take the ACCESS for ELLs 2.0 as it is a mandate. Even if the parent/guardian signed the ESL Opt Out form, the student is monitored quarterly. The CIP Team at the school site can request a meeting with the parent/guardian to discuss the performance of the student and the need to receive ESL services. |

Contact Information

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| Who to contact | <p>For more information regarding identification and placement, please contact:</p> <p>María J. Cruz Evaluation Resource U.S. Virgin Islands Department of Education maria.cruz@vide.vi (340) 773-1095 Ext. 7078</p> |