

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 or the contents of this document, 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	<ul style="list-style-type: none"> • Parents/Guardians complete the Home Language Survey • EL Specialist completes a parent interview • EL Specialist reviews relevant transcripts and former WIDA Screener or ACCESS for ELLs scores • EL Specialist administers WIDA Screener to ID EL status if no prior data is available • LEA notifies parent/guardian of EL identification and placement decisions within 30 days of enrollment • Appointed and trained staff member uploads HLS information into the Home Language Survey data collection site if the student is determined to be an EL and/or if they meet requirements for identification as an immigrant.

Initial Assessment and Identification

Timelines	ELs must be identified, and their parents notified of support services, within 30 days from the beginning of the school year or when they enroll in the school.
Home Language Survey	Information regarding our Home Language Survey including a training video can be found here: Knowledge Article (force.com)
State Approved Assessments	<p>The following WIDA Screening tools are approved for initial identification and placement.</p> <p>Kindergarten: WIDA Screener for Kindergarten WIDA MODEL for Kindergarten</p> <p>Grades 1-12: WIDA Screener for Kindergarten may be used for 1st graders who initially enroll in the first semester WIDA Screener Online WIDA Screener Paper</p> <p>Pre-K: WIDA Screener for Kindergarten (only speaking and listening domains)</p>

Initial Assessment and Identification

Paper Based Screener Costs	<p>Districts are responsible for purchasing and paying for WIDA Screener Paper or professionally printed WIDA Screener for Kindergarten kits (WIDA Screener for Kindergarten test materials may be downloaded at no cost in the WIDA Secure Portal.)</p> <p>For more information, go to the WIDA Store.</p>
Identification/Placement Criteria	<p>Exit Criteria: Currently the exit criterion is a 5.0 overall proficiency.</p> <p>Alternate exit criteria are being devised, particularly in relation to learners with disability. For more information or updates, please contact Linda Moreno (interim) or Stephanie Vogel.</p>
	<p>Identification Criteria: Learners who score less than 5.0 overall proficiency are identified as ELs.</p> <p>The process for identification of ELs with disability is being constructed. For updates, please contact Linda Moreno (interim) or Stephanie Vogel.</p>
Other Useful Resources or Information	<p>A placement assistance guide is being created. Please don't hesitate to contact Stephanie Vogel for assistance.</p>

Test Administrator Training and Certification

Question/Topic	State-specific Guidance
Test Administrator Qualifications	A licensed or provisionally licensed Multilingual English Learner teacher who has successfully completed the required training may administer the assessment. Recertification is required annually.
Test Administrator Training Requirements	<p>Kindergarten MODEL: Test Administrators should review the training and test materials included in the kit.</p> <p>WIDA Screener for Kindergarten: Test administrators must complete the WIDA Screener for Kindergarten: Administration and Scoring training course, including passing both certification quizzes.</p> <p>WIDA Screener: Test administrators must complete the following courses, including passing 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 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 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>Recertification policy: Vermont <i>requires</i> annual recertification for WIDA Screener Speaking and Writing.</p>
Website Permissions	<p>WIDA Secure Portal (portal.wida.us) WIDA Client Services may create accounts for professional learning and assessment training.</p> <p>WIDA AMS (DRC) (wida-ams.us) District Test Coordinators can provide permissions in WIDA AMS.</p>

ELL Program Requirements – Services & Support

Question/Topic	State-specific Guidance							
<p>ELL Services or Program Requirements</p>	<p>The AOE does not prescribe the specific nature of the EL services that should be provided; however, parents who are concerned about the quality or content of the services their students are receiving have the right to file a complaint with the U.S. Department of Education, Office of Civil Rights.</p> <p>We report federally through EDFACTS designating what Services are being provided to individual learners according to the following codes:</p> <table border="1" data-bbox="575 529 1415 854"> <thead> <tr> <th data-bbox="575 529 1415 570">EDFACTS CODE SET</th> </tr> </thead> <tbody> <tr> <td data-bbox="575 570 1415 647">LNGPRGBI – Transitional Bilingual Education or Early-Exit Bilingual Education</td> </tr> <tr> <td data-bbox="575 647 1415 688">LNGPRGDU – Dual Language or Two-way Immersion</td> </tr> <tr> <td data-bbox="575 688 1415 729">LNGPRGESLELD – ESL or ELD</td> </tr> <tr> <td data-bbox="575 729 1415 769">LNGPRGESLSUPP – Content Classes with integrated ESL support</td> </tr> <tr> <td data-bbox="575 769 1415 810">LNGPRGNEW – Newcomer programs</td> </tr> <tr> <td data-bbox="575 810 1415 850">LNGPRGOTH – Other</td> </tr> </tbody> </table> <p>We leave it to the districts to appropriately crosswalk their services with these coding designations for reporting purposes.</p>	EDFACTS CODE SET	LNGPRGBI – Transitional Bilingual Education or Early-Exit Bilingual Education	LNGPRGDU – Dual Language or Two-way Immersion	LNGPRGESLELD – ESL or ELD	LNGPRGESLSUPP – Content Classes with integrated ESL support	LNGPRGNEW – Newcomer programs	LNGPRGOTH – Other
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<p>Declining Services</p>	<p>When parents/guardians are notified of their student’s designation, they have the right to opt-out of services. Refusal of services needs to be documented and signed, and the document needs to be stored in the district. Despite declining services, identified learners retain their status must still be assessed annually with the WIDA ACCESS assessment until they meet the State’s current exit criteria. The student must still be provided meaningful access to grade-level education programs. Parents have the right to opt-in again at any point.</p>							