

New ELL Student Procedures

Recognition of Potential New ELL Student Enrollment

- At registration, a home language survey should be completed for ALL students, regardless of what language is spoken in the home
- At registration, a home language other than English is listed on the Home Language Survey form at the time of registration
- Registration secretary makes two copies of Home Language Survey if a home language other than English is listed; one copy goes to the building ELL Teacher and the other copy goes to the Director of Pupil Services
- Place original copy of Home Language Survey form in ELL portion of cumulative folder
- Meet with counselor or building principal to determine initial schedule needs if possible

English Language Proficiency Screening

- If the student is coming from a U.S. school with possible ACCESS for ELLs records in the past year, wait for records
- If the records do not arrive in a timely manner, call previous school and obtain a language level
- If the student is coming from a foreign school, a non-WIDA school, or no school, give W-APT screener to determine if student is ELL (less than 6.0 is ELL)
- Put original W-APT in ELL portion of cumulative folder and make a copy for ELL teacher binder
- Notify student records secretary (Mary Lewicki – 563-7803 or mlewicki@fortschools.org) so that she can update ISES with proficiency score (W-APT or ACCESS for ELLs)

Enrollment in ELL Program

- If student is identified as ELL, send “ELL Permission” form home; follow-up if it doesn’t come back soon
- If student enrolls in ELL Program, notify the office of the Director of Pupil Services so the “Special Programs” in PowerSchool can be updated
 - Start an ELL folder for cumulative folder; sift through entire cumulative folder looking for ELL records from previous schools
 - Place signed “ELL Permission” form in ELL portion of cumulative folder and send a copy to the office of the Director of Pupil Services
 - ELL portion of the cumulative folder should be stored in main office in the student’s cumulative folder so it can be transferred if the student leaves the district or changes buildings within the district. The following information should be kept in a student’s ELL cumulative folder:
 - Signed ELL Permission form
 - Original copy of Home Language Survey
 - Previous and current ACCESS scores
 - W-APT screener score (if applicable)
 - Exit form (if applicable)
 - Non-ELL Documentation Form (if applicable)
- If the parent(s) does not give permission for placement into ELL program, keep track of student so that they are tested annually for ACCESS for ELLs

Providing ELL Services

- Announce to content teachers that the new student has enrolled in the ELL program and give information on English Language Proficiency

New ELL Student Procedures

- Schedule student with counselor or building principal, providing clustered support or aide time if necessary
- Start “ELL Language Development Plan” and share literacy goals with content teachers