



MVSU ELL Process Map - New Students

Policy: [Limited English Proficiency Students – Code C4](#)

Procedural Requirements: “The superintendent or his or her designee shall be responsible for developing and implementing procedures to comply with federal and state laws, which define standards for serving LEP students.”

Procedure:

Schools Include the Home Language Survey in Every New Registration



[Home Language Survey](#)- All new students, including transfer students, complete the HLS as part of the registration process. NOTE: the questions are included within ALMA as of 2021 for each school in the district.



**Schools Process the Home Language Survey
Determine if it should be forwarded to the District ELL Coordinator**

<p>No other language aside from English is indicated on the Home Language Survey (completed in ALMA)</p> <p style="text-align: center;">⇩</p> <p>Keep the original in the student’s file. (At MVSU we answer these questions within Alma.) No further action is needed.</p> <p style="text-align: center;">● <i>Student is not ELL</i></p> <p><i>NOTE - if students are recent immigrants [3 years] - enter HLS on state collection site or forward to ELL Coordinator</i></p>	<p>A language aside from English is indicated on the HLS</p> <p style="text-align: center;">⇩</p> <p>Forward a copy of the Home Language Survey to the MVSU ELL Coordinator. Keep the original in the student’s file. No further action is needed on the part of the individual schools for now. The ELL Coordinator will begin reviewing records and gathering more information.</p>
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ELL Coordinator Reviews Records

The ELL Coordinator will review the Home Language Survey, student academic records, and/or diagnostic screening.
[ESSA of 2015 ELL Definition](#)

<p>If the student is clearly proficient in English, indicate so on the Notice of ELL Eligibility. Place the HLS and the Notice of ELL Eligibility in the student’s school file <i>and</i> the District ELL files. Do not fax the Home Language Survey to the state. No further action needed. ● <i>Student is not ELL</i></p>	<p>If the student could be an ELL, gather more information using the MVSU HLS Google Form.</p> <p>Skip the interview in obvious cases and go straight to the Notice of ELL Eligibility.</p>
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Conduct the Parent/Guardian Interview

Determine whether not ELL, possibly ELL, or ELL

<p>If no questions remain and student does not meet ELL criteria:</p> <p>Complete the Notice of ELL Eligibility.</p> <p>Place a copy of the MVSU Home Language Survey and the Notice of ELL Eligibility in the student’s school file and mail to parents/guardians. Also, file a copy in the ELL District File. Do not fax the Home Language Survey to the state. No further action is needed.</p> <p style="text-align: center;">● <i>Student is not ELL</i></p>	<p>If questions remain and it is determined that the student may be ELL:</p> <p>Check the appropriate box at the bottom of the Interview Guide or review the MVSU HLS Google Form. Send the Notice of WIDA Screener Testing (if required) to student’s school to be mailed to parents/guardians. Proceed with administering the Screener.</p> <p style="text-align: center;">⇩</p> <p style="text-align: center;">After Scoring the Wida Screener:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <p style="text-align: center;">Not Eligible</p> <p>If the student does meet ELL criteria, complete the Notice of WIDA Screener Results, check the appropriate box at the bottom of the Notice of ELL Eligibility. Place copies of all documents in the District ELL file and the student’s school file (schools mail to parents). Do not fax the HLS to the state. No further action is needed.</p> <p style="text-align: center;">● <i>Student is not ELL</i></p> </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> <p style="text-align: center;">Eligible</p> <p>If the student does meet ELL criteria, complete the Notice of WIDA Screener Results, check the appropriate box at the bottom of the Notice of ELL Eligibility form. Place copies of all documents in the District ELL file and the student’s school file (schools mail to parents). Upload HLS onto state website. <i>*ELLs must be identified, and their parents notified of support services, within 30 days from the beginning of the school year or 2 weeks from the time assessed.</i></p> </td> </tr> </table>	<p style="text-align: center;">Not Eligible</p> <p>If the student does meet ELL criteria, complete the Notice of WIDA Screener Results, check the appropriate box at the bottom of the Notice of ELL Eligibility. Place copies of all documents in the District ELL file and the student’s school file (schools mail to parents). Do not fax the HLS to the state. No further action is needed.</p> <p style="text-align: center;">● <i>Student is not ELL</i></p>	<p style="text-align: center;">Eligible</p> <p>If the student does meet ELL criteria, complete the Notice of WIDA Screener Results, check the appropriate box at the bottom of the Notice of ELL Eligibility form. Place copies of all documents in the District ELL file and the student’s school file (schools mail to parents). Upload HLS onto state website. <i>*ELLs must be identified, and their parents notified of support services, within 30 days from the beginning of the school year or 2 weeks from the time assessed.</i></p>
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MVSU ELL Process Map For Established ELL Students



Before School Begins - EST Meetings At Individual Schools

ELL Coordinator meets with schools in mid/late August to attend EST Meetings and craft yearly ELL Service Plans with benchmarks and services in line with testing scores and student achievement.



In the Fall - Or After Initial Enrollment

Complete the MVSU ELL Service Plan for each student, even if just “monitoring.” The service plan outlines the exact plan of ELL services and goals for the year and persons responsible.

Parents will be notified of any modifications to the plan if a student needs change throughout the year.

If parents decline services, complete the Notice of Decline of ELL Services to clarify for parents that students will *still need* to take the annual WIDA ACCESS test until proficiency is demonstrated per state law.



In Early January - Send Notice of Annual WIDA Testing

Send the Notice of Annual ELL Testing to individual schools to mail out to parents. Include specifics about testing dates and locations. Work with schools to determine transportation. Provide each school with a roster of students being tested.



In the Spring - Send Notice of Annual WIDA Testing Results

Send schools a Notice of ACCESS 2.0 Results form in late May or early June for each student with broad implications for next year. Schools mail to parents. The service plans are written the following fall before school.



ELL Designation Criteria

Current	Monitoring Year 1 & Year 2	Exited
An ELL student who is found eligible and is receiving services, including consultation.	An ELL student who has passed the ACCESS test (<i>5.0 or higher on the Composite Proficiency Level Subscore</i>) must be monitored for two years prior to fully exiting the program. Students are listed as Monitoring Year 1 or Monitoring Year 2. Throughout the Monitoring period, the District Coordinator is responsible for reviewing student academic records and assessments and consulting with teachers to ensure progress is not being hindered by limited English proficiency	Following two years of monitoring, ELL students will officially <u>Exit the ELL program.</u> <u>Document.</u> <i>Student is no longer ELL</i>



Throughout the Year - Data Monitoring

Track students’ progress quarterly through data provided by teachers along with report cards. Maintain regular contact and support with teachers per the service plans.