

# ***SECTION 7***

## ***Annual Progress MONITORING PROCEDURES***



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### ENGLISH LANGUAGE LEARNER STUDENT EDUCATION PLAN MONITORING PROCEDURES

#### Annual Update of English Language Learner Student Education Plan

In accordance to Rules 6A-6.0901 and 6A-6.0902, ELL educational plans must be updated annually to ensure that proper placement and services are provided to ELLs. All updates are recorded in the Program Option Section of the [ELLSEP folder](#). The annual update of the education plans must take place at the **beginning** of the school year.

**A copy of the student's current course schedule must be inserted in the [ELLSEP folder](#) and the plan date must be updated on TERMS any time there is a change in the student's course schedule. Schedules must be date stamped when printed or signed and dated (mm/dd/year).**

In addition, all ELLs classified as LY after February FTE will need an updated IPT assessment before the end of the school year. To ensure that students are appropriately scheduled, students classified as A1 and A2 must be assessed in April.

#### Recommendations for Continued Placement in ESOL Program

##### For Students Entering Years 2 and 3: Annual Review of ELLSEP

The ESOL Contact must make recommendations for continued placement in the ESOL Program based within 30 days prior to the initial Entry Date (anniversary date) for every ELL receiving services in the program. For a recommendation for years 2 and 3, the [ELLSEP folder](#) must be updated and the Information Management Technician (IMT) must also update the plan date on the [A23](#) Panel. An ELL Committee meeting is not required for this recommendation.

##### For Students Entering Years 4, 5, 6 and beyond: Reevaluation Procedures for Annual Extension of ESOL Program After Three-Year Base Period

An ELL Committee must make recommendations for extension of services on the ESOL Program within 30 days prior the initial Entry Date (anniversary date) for every ELL who has completed a 3-year base period.

Any student being considered for extension of services shall be assessed with IPT (L, S, R, and W) no earlier than 30 days prior to the student's anniversary date. However, if the anniversary date is before October 1st, the student's CELLA and FCAT scores can be used in lieu of IPT.

The ELL Committee must convene to review the student's plan and make a final recommendation.



See procedures for ELL Committee information in Section 9. Document recommendations for extension of services in the ESOL Program on the ELLSEP folder

Two of the state approved criteria must be used to recommend continued placement:

- (a) extent and nature of prior educational and social experiences; and student interview;
- (b) written recommendations and observations by current and previous instructional and supportive services staff;
- (c) level of mastery of basic competencies or skills in English and/or home language according to appropriate state, and national criterion-referenced standards;
- (d) grades from the current or previous years;
- (e) test results from tests other than CELLA or FCAT

Complete the ELLSEP folder section for Extension of Services (Reevaluations). Provide IMT pertinent information such as:

- Listening/Speaking (L/S) Percentile Scores
- Reading/Writing (R/W) Designation Codes: (NER, LER, CER) and (NEW, LEW, CEW)
- REEVALUATION Date and PLAN date (REEVALUATION date and the PLAN date will be the date of the ELL Committee meeting.
- Note: if the decision of the meeting is to EXIT the student during the Extension of Services (REEVAL) meeting, provide the IMT all the above in addition to the EXIT Date (which is the date of the ELL Committee meeting).



**Please Note:**

**Students who are beyond 6 years of receiving ESOL services cannot generate WFTE funding for the district. Lack of ESOL funding eligibility does not relieve districts of any obligation they have under state or federal law to continue to provide appropriate services to ELLs beyond the 6 years of state ESOL program funding.**

**The IMT must remove Program Number 130 ([A10 Panel](#)), keep the instructional model code ([A10 Detail](#)) and update the plan date. *Please refer to State Guidelines for English Language Learners found at [www.broward.k12.fl.us/esol](http://www.broward.k12.fl.us/esol) for more information.***

**Monitoring and Post-Reclassification Procedures**

The school's ESOL Contact obtains exited students' data (ELL status and exit date) from the IMT and provides teachers with a list of exited students (LF) to be monitored for 2 years from the exit date.

Exited student's academic performance is monitored on an ongoing basis. Teachers report any decline in class performance, grades, and/or test results to the school ESOL

Contact. The ESOL Contact at the school level convenes the ELL Committee meeting and invites the parents to attend. Letters to parents are to be provided in the student's heritage language when feasible. A copy must be placed in the ELLSEP folder.

Exited students' academic performance is also monitored at these four specified times:

- First report card
- End of first semester
- End of first year
- End of second year

If the student's performance is **satisfactory**, the ESOL Contact dates, signs, and records a comment to that effect under "Monitoring Information" on the [ELLSEP folder](#) (Appendix G). The student is monitored for two (2) years following his/her exit.

If the student's performance is **not satisfactory**, the ESOL Contact dates, signs, and records a comment to that effect under "Monitoring Information" on the [ELLSEP folder](#). An ELL Committee is convened and the parent(s) is/are invited. The ELL Committee determines if the student's academic underperformance is related to his/her English language ability. Special consideration is given to a decline in grades and/or test scores.

*The ELL Committee may recommend reentry into the ESOL Program or placement in other appropriate programs, which will address the current needs of the student.* Two of the state approved criteria must be used to recommend continued placement:

- (a) extent and nature of prior educational and social experiences; and student interview;
- (b) written recommendations and observations by current and previous instructional and supportive services staff;
- (c) level of mastery of basic competencies or skills in English and/or home language according to appropriate state, and national criterion-referenced standards;
- (d) grades from the current or previous years;
- (e) test results from tests other than CELLA or FCAT

The recommendation(s) of the ELL Committee are recorded on the [ELLSEP folder](#).

If the student is reclassified as ELL, ESOL Contact records the information under the Post-Reclassification Information Section on the [ELLSEP folder](#). The ESOL Contact provides the IMT with the following information to be entered in TERMS:

- New ELL code of "LY"
- Reclassification Date
- "L" as Basis of Entry/Exit
- "Z" (not applicable) as Exit code
- Appropriate code under Extension of Instruction