![Maine Department of Education logo]

Multilingual Learner Data Upload and Reporting Checklist *Updated January 2026*

The following data needs to be <u>collected</u> by whoever is responsible for initial screening and identification of students for multilingual programming in your School Administrative Unit (SAU.)

Data then needs to be <u>shared</u> with those individuals responsible for Multilingual Learner data upload and reporting in your School Administrative Unit (SAU.)

Required Multilingual Learner Service Codes and Uploads in Local Student Information System (SIS)

Multilingual Learner (ML) Start Date	This date should match the date of screener administration (PreK screener or WIDA Screener Online) that determines ML status.
Native Language *Also referred to as Primary and/or Home Language	If a student has multiple home languages reported, including English, and qualifies as a multilingual learner, <u>indicate the language other than English in the native language field</u>. English can be entered as a secondary language if reported on the language use survey.
ML Service Delivery Model	Reference ESOL/Bilingual Program Types for State Data Collection located on Maine DOE website The *most* represented program types in Maine SAUs are: -English as Second Language (ESL) or English Language Development (ELD) -Content Classes with Integrated ESL support Reminder: "Parents Refuse ML Services" is not a program model; it can only accompany a required program model identification. See Administrative Letter 2.

Additional Data Considerations for Multilingual Learners

Multilingual Learner (ML) Exit Date	Multilingual learners who have achieved an overall composite score of 4.5 or greater on WIDA ACCESS or an overall composite score of 4.0 or greater on WIDA Alternate ACCESS, if applicable, are exited from ML services for state reporting by Maine DOE Data Team. The exit date will be posted June 30 of the corresponding year. **Reminder: SAUs cannot enter ML Exit Dates for state reporting.** The only other pathway for exiting a student from ML status is through the *Protocol for Requesting a Change in Multilingual Learner Identification*.
ML Service Delivery Model Removal	The SAU is responsible for removing the checked ML Service Delivery Model/s (see above) once a student exits ML status.
2 Year Monitor Status	Per federal guidance, SAUs are to monitor the performance of formerly identified students who are multilingual learners for at least two years after exiting. See further explanation in Maine DOE Administrative Letter 27.
Identified language/s for translation	Enter identified language/s for translation for families/guardians in your SIS Reminder: There can be multiple languages identified; translation is for written communication from SAU to families/guardians.
Identified language/s for interpretation	Enter identified language/s for interpretation for families/guardians in your SIS Reminder: There can be multiple languages identified; interpretation is for oral communication between SAU and families/guardians.