# ESOL Year at a Glance 2023-2024

## August/September

> ### ESOL teachers follow the guidelines within the districts' Lau plan.
>
> Maine DOE Lau Plan Template and Guidance    Maine DOE Sample Lau Plan

ESOL Teachers complete the WIDA Screener training (WIDA Screener training is required if they haven't done it before.)  A refresher is recommended if it has been more than six months of having administered the screener. WIDA Maine Page

During enrollment, parents and guardians identify students' home primary language using the Language Use Survey.

ESOL teachers identify possible multilingual learners if the LUS indicates a language other than English is used on any question on the survey. Identification and Placement Guidance

ESOL teachers screen students with the WIDA Kindergarten Screener or the WIDA Online Screener for students in grades K-12. PreK students may be screened with a language proficiency assessment of the district's choice.

ESOL teacher places a record of the screener results into the student's cum folder.

ESOL teacher completes parent notification and eligibility of services documentation within 30 calendar days of school starting when a student is enrolled before the start of school. Sample Parent Notification and Eligibility Form

ESOL teacher confirms that students' demographic information and ML status is entered into district data system in a timely manner, completed for State Enrollment count by Oct. 1.

**Student Data:** This data is submitted from all public schools and many private schools. Local schools maintain their data in local Student Information Systems and then upload it to the Maine DOE's Student Information System called Synergy. This data is then moved to an Operational Data Store called NEO where all reporting is done from this data.

ESOL teacher develops an Individual Language Acquisition Plan in collaboration with the members of the Language Acquisition Committee members.

*****Enrollment throughout the year follows the same protocols, except that when a student is enrolled during the school year there are 30 calendar days allowed for screening to take place and an additional two weeks for Parent Notification to occur.

*****_ESOL teacher provides ESOL program services to students throughout the school year following the recommended service provision guidelines._ Service Provision & Staffing Guidance

## October/November/December

ESOL teacher continues to hold LAC meetings as needed.

ESOL teacher provides classroom and content teachers access to the ILAP which has indicated designated supports that ML student should have available. Accommodations are only provided to any student with an IEP.

ESOL teacher provides supports to ML students taking NWEA Math and Reading Assessments.

ESOL teacher completes progress reports, attends parent conferences and completes progress monitoring for students in Year 1 and Year 2 of exit status.

ESOL teacher takes **new and updated ACCESS training course on WIDA website**. (link not yet available)

ESOL teacher connects with district technology specialist to be sure that computers are ready for ACCESS testing, starting in January.

ESOL teacher organizes and secures ACCESS materials sent by WIDA.

## January/February/March

ESOL teacher schedules ACCESS testing sessions.

ESOL teacher administers ACCESS testing.

ESOL teacher sends ACCESS materials back to WIDA.

ESOL teacher completes progress reports, attends parent conferences and completes progress monitoring for students in Year 1 and Year 2 of exit status.

## April/May/June

ESOL teacher receives Individual Student Score Reports for ACCESS testing.

ESOL teacher reviews Individual Student Score Reports with MLs and works for students to set goals for each domain.

ESOL teacher completes the Parent Notification form with ACCESS testing results and ensures that it has a pathway to the family. A copy is placed in the cum folder.

ESOL teacher revises ILAP based on ACCESS test results.

LAC meetings-some districts do these at the beginning of a school year, and other districts hold the meetings at the end of the school year. A minimum of one annual meeting should occur.

ESOL teacher makes sure that ML status in the computer is updated for any student that has exited the program based on their ACCESS test results and progress reports.

ESOL teacher provides supports to ML students taking NWEA Math and Reading Assessments.

ESOL teacher places ACCESS score reports into the student's cum folder.

ESOL teacher completes progress reports, attends parent conferences and completes progress monitoring for students in Year 1 and Year 2 of exit status and puts progress monitoring record into the cum folder.