

***The following procedure must be followed to ensure that all our English Learners are properly served and coded in Infinite Campus***

**If student marks a language other than English, we must test for ESOL eligibility**

**All Kindergarten and Students new to the district should probably complete the Home Language Survey.**

Used for screening and determination of eligibility for Language Assistance Program – ESOL.

**1. Which language does your child best understand and speak?**

**2. Which language does your child most frequently speak at home?**

**3. Which language do adults in your home most frequently use when speaking with your child?**

- School Test Coordinators will test students in **Kindergarten-1<sup>st</sup> grade/1<sup>st</sup> semester** using the W-APT (paper/pencil) and students in **2<sup>nd</sup> semester 1<sup>st</sup> grade-12<sup>th</sup> grade** using the WIDA Screener (Online)

**\*If student has ESOL scores or records:**

**1. Student has completed ESOL at another U.S. school**

- Student has official records to indicate exit, a **Notification of Initial Placement form** must be completed by school's test coordinator and sent to Title I and coded in Infinite Campus.
- Student will then be coded as ESOL- Monitored (M1 or M2) or (ESOL- Finished).

**2. Student can transfer ESOL eligibility from previous U.S. school**

- Student has ESOL records AND language scores, a **Notification of Initial Placement form** must be completed by school's test coordinator and sent to Title I and coded in Infinite Campus.
- Students from Georgia schools can transfer W-APT/WIDA SCREENER or ACCESS scores.

**The school data specialist must be provided with coding information. All scores and parent notification must be documented or student will not be coded properly in Infinite Campus.**

[ESOL Title III Resources Link](#)

**Schools cannot make judgment calls on ESOL based on previous school grades, years in U.S., or birth country. If a language other than English has been indicated, we must test or transfer test scores, and student must be coded properly in Infinite Campus.**

For student information in Infinite Campus:

- Schools complete demographics and languages
- Test Coordinator completes language scores and ESOL eligibility

If students enroll on first day of school, ESOL services must be provided within 30 school days. If student enrolls after first day of school, ESOL services must be provided within 10 school days.

## **Teacher certification for teachers to administer WIDA Screener**

Please login to [WIDA](#) website to complete the online trainings.

If you need a login, please contact Matt Johann in the Office of Assessment.

For more information about WIDA Screener, please see the [WIDA website](#).

## **Administration of the WIDA Screener to Students in Grades 1-12**

The instructions as to the appropriate grade cluster screener to be administered to students in grades 1-12 are outlined in the WIDA website.

### **For all students tested for eligibility (School Test Coordinator):**

1. Complete the **RCSS Notification of Initial Placement Form** for the students.
2. Send a copy letter to Title I to mail to Parents.
3. Document in Infinite Campus.

### **For all students continuing Placement Form (School Test Coordinator):**

1. Complete the **RCSS Continuing Placement Form** for the students.
2. Send a copy letter to Title I to mail to Parents.
3. Document in Infinite Campus.

***Complete Parent Notification of Student Ineligibility*** and send Form to Title ESOL Department proper coding in Infinite Campus.

The ESOL teacher will be able to add the accommodations to the Accommodations Tab of Infinite Campus.

