ESOL Year at a Glance 2024-2025

		To Do	To Submit
Pre-Planning		• Complete WIDA Screener training courses • Begin creating schedule for services. • Work with guidance and/or registrars to group students into same classes (if necessary)	•
August		• **August 6**: High school services begin • **August 12**: K-8 services begin • Identify potential English learners and screen • Complete and distribute Parent Notification of Student Eligibility form or Notification of Ineligibility form for each student screened • Complete and distribute Parent Notification of Student Eligibility forms for **ALL** returning ESOL students • Upload all Parent Notification of Student Eligibility forms for returning students into Infinite Campus	• **August 5**: WIDA Screener training certificates (Castro) • **August 12**: K-8 Schedules (Castro) • Complete the New ESOL Student Qualification Form (Microsoft Form) or the ESOL Did Not Qualify Form (Microsoft Form) for newly screened or new to district students
September		• **September 2-30**: All K-12 students complete Flashlight 360 **Benchmark 1** • Begin scheduling and holding Testing Participation Committee (TPC) meetings for all current ESOL students, students with parental waivers, and monitored year 1 and 2 students	• **September 9**: Dissemination Statement confirming that eligibility forms were sent home within the 30-day window (Castro)
October		• **October 1-4**: Administer Flashlight 360 **Unit 1 Post Assessment** • **October 18**: All TPC meetings due • Upload TPCs to Infinite Campus	•
November/ December		• **November 18-December 19**: All K-12 students complete Flashlight 360 **Benchmark 2** • **December 16-19**: Administer Flashlight 360 **Unit 2 Post Assessment**	•
January		• ACCESS test training with District Testing Coordinator and ESOL Program Specialist • Complete the WIDA ACCESS training • **January 8: ACCESS Testing Window Opens** • **January 10**: Ensure monitoring forms for all monitored year 1 and year 2 students have been completed by gen. ed. teachers	• **January 7**: WIDA ACCESS training certificates (Castro)
February		• **February 28: ACCESS Testing Window Closes**	•
April/ May		• **April 21-May 22**: All K-12 students complete Flashlight 360 **Benchmark 3** • **May 5-9**: Administer Flashlight 360 Unit 3 Post Assessment • Complete reclassification meetings for all students on reclassification list • Complete and distribute Notification of Exit forms for all students who exit the ESOL program • **May 17**: Ensure monitoring forms for all monitored year 1 and year 2 students have been completed by gen. ed. teachers • Upload all ESOL record documents to Infinite Campus and complete a records verification	• May 27: Record verification sheet (Castro and Administrator)