
ELL MONITORING & ELL MONITORING DOCUMENTATION GUIDELINES

WHO SHOULD BE “MONITORED” AND FOR HOW LONG?

ELL students who have attained the score of “Proficient/Fluent” on the WIDA ACCESS for ELLs will be monitored for four years (eight full semesters) beginning in the fall semester after the proficient score is obtained.

WHAT DOES IT MEAN TO BE MONITORED?

Monitored ELLs (M1, M2, M3 and M4) are in the process of exiting the ELL program. These students no longer take English language proficiency tests, attend ELD classes, or receive services provided specifically to ELL students. If they continue to make sufficient academic progress for four years, they will be “Exited” from the ELD program.

WHAT IS THE LAC AND WHAT RESPONSIBILITIES DOES IT HAVE?

Each school will have a Language Assessment Committee (LAC) to track the progress of monitored students. The LAC is responsible for reviewing and evaluating the ELL Monitoring Documentation and for recommending appropriate placement for the student.

The LAC will consist of at least:

1. ELD site coordinator and/or one ELD teacher (if available)
2. one of the student’s classroom teacher(s)
3. an administrator (principal or assistant principal)

The committee will ensure that the grades, test scores, and classroom progress of monitored students support continued monitoring.

WHAT HAPPENS IF A MONITORED STUDENT DOES NOT MAKE PROGRESS?

A Monitored student is not making sufficient progress if he is struggling to keep up with his non-ELL peers in the regular classroom and is unable to participate successfully without the use of adapted or simplified English materials. The LAC may recommend that the Monitored student be re-assessed with the WIDA Screener for possible re-entry in the ELD program, and the ELD Site Coordinator will notify the parents. (See: “Notification of Monitoring Status.” Check the second box.)

If the resulting WIDA Screener composite score is less than 4.8, the LAC may recommend “re-entry.” Steps A-D must be followed:

- A. The LAC will notify the student’s parents that the student will return to “served” status (See “Notification of Monitoring Status.” Check the third box)

- B. The ELD Teacher/Site Coordinator will report the WIDA Screener test scores to Language and Cultural Services immediately, attaching a copy of the ELL Monitoring Documentation showing the LAC recommendation for re-entry.
- C. The ELD Teacher/Site Coordinator will file the WIDA Screener, the copy of the Notification letter and the ELL Monitoring Documentation form in the student's ELL folder.
- D. Upon receipt of the qualifying WIDA Screener test scores and the copy of the ELL Monitoring Documentation form with the LAC recommendation for re-entry, LCS will update Infinite Campus to reflect the change in the student's language placement status.

However, if the WIDA Screener overall composite score is 4.8 or higher, the student will not be eligible to re-enter the ELL program; and he/she will remain in monitoring status. In this situation, follow steps A-C:

- A. the ELL Site Coordinator will place the WIDA Screener test in the student's ELL folder along with the ELL Monitoring Documentation form
- B. WIDA Screener test scores will not be reported to LCS because there will not be a change in the student's language placement status
- C. To address the student's lack of academic progress, the LAC may refer the student to other programs or services.

HOW OFTEN DOES THE LAC MEET?

The LAC should meet to update the monitoring documentation for M1, M2, M3, and M4 students twice a year, once at the end of the first semester and again at the end of the second semester.

HOW ARE PARENTS/GUARDIANS NOTIFIED OF MONITORED STUDENTS STATUS?

The school will notify the parent(s)/guardian(s) using the Notification of Monitoring Status form letter as follows:

- When the ELL student enters Monitoring Status (check the first box.)
- If the student is not progressing satisfactorily in the classroom and the LAC recommends that he/she be re-tested (check the second box.)
- If the student's results on the re-test indicate that he/she needs to resume ELL services (check the third box)
- At the end of the monitoring process (check the fourth box)

EVALUATING STUDENT PROGRESS

ELL MONITORING DOCUMENTATION FORM

The ELL Teacher/Site Coordinator, or the person designated by the Principal, will maintain accurate and current records on Monitored students. (ELL Monitoring Documentation Form – 1st Year Monitoring, 2nd Year Monitoring, 3rd Year Monitoring, and 4th Year Monitoring)

Proficiencies in the Regular Classroom

“Yes/No” proficiency scores must be in agreement with the student’s academic progress and ability in the regular education program without the use of adapted or simplified English materials. Both the ELD Teacher and the regular/English Teacher must agree on whether a student’s academic progress is satisfactory or unsatisfactory.

Consider results from recent OCCT/EOI or other standardized test(s) available, as well as grades recorded on the student’s report card. These scores or grades will provide additional information about the student’s academic performance.

Examples of satisfactory progress: Grades of A, B, or C; OCCT or EOI scores of “Satisfactory” or “Advanced.”

LAC Recommendation

The LAC recommendation will be based on the student’s oral, reading and writing proficiencies as demonstrated in the regular classroom.

Re-Test/ Re-Entry

If a student’s academic performance in the classroom is unsatisfactory in all or most academic areas, the LAC may recommend that the student’s English language proficiency level be re-assessed using the WIDA Screener. If the WIDA Screener’s overall (composite) score is lower than 4.8, the LAC may recommend re-entry into the language program and the school will notify the parent/guardian. (See also: “What Happens if a Monitored Student Does Not Make Progress?”)

Continue Monitoring Status

If a student’s academic performance in the classroom is satisfactory in all or most academic areas, the LAC may recommend that the student continue being monitored.

Other Programs

The LAC may refer the student to another program or service.

End-of-Monitoring

If a student makes satisfactory progress in the regular classroom without ELL modifications during the four years monitoring period, the monitoring period will end and the school will notify the parent(s)/guardian(s) using the form letter “Notification of Monitoring Status”.

The school will also notify Language and Cultural Services by sending a copy of the completed monitoring form indicating that the student is exiting the ELL program. The original ELL Monitoring Documentation form and a copy of the Notification sent to parents will be placed by the school in the student’s ELL folder.