**NKCES EL Program Consolidated Monitoring Documentation**

This document is designed to assist district personnel in conducting an accurate English Language/Title III internal program review. The U.S. Department of Education (USDE) monitoring requirements are incorporated to make the document more useful both to districts and to the Kentucky Department of Education (KDE). The NKCES EL program consultant has added what is provided to districts who participate in the NKCES English Learning (EL) program.

During a monitoring visit, the KDE program review team will review the implementation of the English Learners (EL) Program and the use of the Title III funding in the following areas: (1) Program Service Plans, (2) Monitored Students, (3) English Language Development Standards Implementation, (4) ELP Identification and Assessment, (5) Instructional Program and Educational Approaches, (6) Immigrant Children and Youth, (7) Private School Participation, (8) Fiscal Requirements, (9) Teacher Education and Professional Development, and (10) Parent Involvement.

The team members will also review a minimum of 10 current LEP students’ Program Service Plans and a minimum of 4 exited EL student’s folders, two in year one monitoring status and two in year two status. Within two weeks of the completion of the monitoring visit, the district will receive a program report that discusses each of the areas outlined in the monitoring instrument, outlines areas of program strength, and any areas where there are opportunities for improvement. An English Learners Improvement Plan (ELIP) document will be included with instructions for completion and target dates

**1. ELD Standards**

a. Has the district disseminated the State ELD Standards (WIDA) to schools and staff?

The NKCES EL program consultant sends a link of the WIDA Can Do Descriptors with a description of the ELD standards in an email to all staff who work with ELs.

The goals added by the NKCES EL program consultant to the PSP are based on the ELD Standards.

b. Has the district implemented the ELD Standards including training, curriculum development, and/or related activities?

The NKCES EL program consultant offers a training to the school staff to disseminate the ELD Standards.

The NKCES EL program consultant updates a website with a link to the WIDA's 2012 Amplification of the ELD Standards and provides an opportunity for districts to add this link on their website.

**2. Identification and Assessment**

a. Does the district have a plan to identify ELL students and administer the Home Language Survey (HLS) to all students?

The NKCES EL program consultant writes the Title III Plan for the district that includes how the district identifies students and is available to train the district on how to administer the HLS, and identify students.

b. Does the district notify parents of each child identified as LEP within 30 days (or two weeks for students enrolling after the beginning of the school year) of the following: 1) reason for identification; 2) level of English proficiency; 3) method(s) of instruction; 4) how the program will meet the needs of their child; 5) how the program will help their child learn English and meet standards for graduation and; 6) specific program exit requirements?

All throughout the school year the NKCES EL program consultant is available to meet with the schools and parents and discuss the reason of identification, the level of English proficiency, methods of instruction, how the program will meet the needs of their child for learning English and meeting the standards for graduation, as well as, specific program exit requirements. A letter can also be generated to explain the program to the parents in their native language by the NKCES EL program consultant upon request from the district.

c. Does the district have a committee that develops a Program Service Plan for each ELL student?

The NKCES EL program consultant (and in some cases, an EL teacher or person designated by the district) writes the Program Service Plan (PSP) after consulting with the PSP committee.

The PSP committee consists of but is not limited to the NKCES EL program consultant, classroom teacher, district Title III Director, principal (when applicable), resource teacher (when applicable), EL teacher (when applicable), parent (when applicable)

**3. Annual Measurable Achievement Objectives (AMAOs)**

a. Does the district hold itself accountable for meeting the AMAOs under Title III, which include Progress (AMAO1), Attainment (AMAO2) and Performance on State Academic Assessments and Other Academic Indicators (AMAO3) for LEP students?

The NKCES EL program consultant works with districts to schedule and administer the ACCESS test.

After ACCESS test scores are released, the NKCES EL program consultant compiles ACCESS score data. The district uses the data to make decisions for their program the following school year.

The NKCES EL program consultant collects documentation for the testing accommodations.

At the end of the year the NKCES EL program consultant holds meetings with EL directors and teachers to discuss AMAOs and related issues, and to analyze AMAO data.

b. Does the district have a copy of the Title III improvement plan related to two-year accountability provisions and/or evidence related to four-year accountability provisions? (if applicable)

Not applicable at this time, but the NKCES EL program consultant is available for consultation for developing a Title III improvement plan.

c. Does the district have signed and dated samples of parental notifications regarding subgrantee failure to meet Title III AMAOs? (if applicable)

Not applicable at this time, but the NKCES EL program consultant provides parent letters translated into their native language.

**4. Instructional Program and Educational Approaches**

a. Does the district have an approved local EL plan (Title III or Lau), with signed assurances, including amendments?

The NKCES EL program consultant writes the Title III plan for the district and provides a link for districts to include on their district website.

The NKCES EL program consultant includes amendments in the Title III plan.

The NKCES EL program consultant provides an EL Handbook to the district that is online and is printed for the district upon request.

A copy of the plan feedback is available upon request.

b. Does the district provide high-quality language instruction educational programs and uses one or more methods of research-based language instruction for programs as described in their District ELL Plan?

Research documentation is found in the EL Plan written by the NKCES EL program consultant and the EL Handbook also composed by the consultant.

c. Did the district develop its Title III Plan in consultation with teachers, researchers, school administrators, parents and other education related community groups as appropriate?

Feedback is given to the NKCES EL program consultant at the End of the Year Program Review Meeting. This meeting is open to teachers, researchers, school administrators, parents and other education related community groups (when applicable).

d. Is the district's plan designed to give ELLs full access to the KCAS, so that they can achieve school college and career readiness?

District personal and teachers request consultation from the NKCES EL program consultant to help modify the curriculum to meet the diverse needs of the EL student.

**5. Immigrant Children and Youth**

a. Does the district maintain data on the number of Immigrant students being served for the current year and the previous two years?

The NKCES EL program consultant maintains data of the number of Immigrant students being served currently and in years past. This data is available upon request.

b. Does the district maintain a list of the Immigrant students in LEA by country or place of birth? (Identifiers such as names, student identification numbers, date of birth, etc. should NOT be included in this file)

The NKCES EL program consultant maintains a list of the Immigrant students including country or place of birth. This data is available upon request.

c. Does the district have a signed and dated LEA Immigrant plan approved by SEA?

Consultation from the NKCES EL program consultant is available to write the Immigrant plan. (Only applicable for districts with immigrants)

d. Does the district's program support funds provide enhanced instructional opportunities for immigrant children and youth? (This section only completed if LEA receives Immigrant funding).

No district qualifies for this at this time. Consultation is available if a district qualifies in the future.

**6. Private School**

Has the district consulted with nonpublic schools to identify LEP students and provided for equitable participation of eligible students within the district's school attendance area?

Consultation is available to private schools from the NKCES EL program consultant upon request.

**7. Fiscal Requirements**

a. Does the district provide sufficient funds to use for each English learner with learning opportunities in English Development and the core curriculum?

Consultation for LEA EL Budget is available upon request.

The Local NKCES EL Budget is available upon request.

b. Does the district Title III expenditures meet federal fiscal requirements, including time and effort, equipment records, detailed invoices and documented internal controls of the district? This includes if the LEA receives funding for significant increase of immigrant students.

Approved Federal NKCES EL Budget is available upon request.

c. Does the district have a copy of signed and dated award notification for Title III LEP and Immigrant children and youth subgrant on file?

The NKCES EL program consultant writes the Title III plan for the district and provides a link for districts to include on their district website.

**8. Teacher Education and Professional Development**

a. Does the district certify that teachers of LEP students in language instruction programs are fluent in English and have sufficient oral and written skills in English?

Consultation and professional development trainings are available to districts from the NKCES EL program consultant upon request.

b. Does the district provide high quality, on-going and research based professional development to teachers, administrators and other school personnel?

Consultation and high quality, on-going and research based professional development trainings are available to districts from the NKCES EL program consultant upon request.

The NKCES EL program offers to pay a portion of the costs for teachers, administrators and other school personnel attending high quality, on-going and research based professional development related to English learning.

**9. Parent Involvement**

a. Does the district promote parental and community participation in programs for LEP students?

The NKCES EL program consultant offers consultation and continually researches grant opportunities to promote parental and community participation for LEP students.