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University

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Independent

Silver Grove  
Independent

Southgate  
Independent

Walton-Verona  
Independent

Williamstown  
Independent

February 28, 2017

Southgate Independent  
6 William F. Blatt Ave  
Southgate, KY 41071

Superintendent Greg Duty,

Below is the Intent to Participate in the English Language Program during the 2017-18  
School year:

☒ English Language Program - \$14, 737.65

*Greg Duty* 3/7/17

Your signature indicates commitment of the Intent to Participate in the English Language  
Program during the 2017-18 School year.

*Northern Kentucky Cooperative for Educational Services would like to thank you for your  
commitment to school districts in providing exceptional opportunities to help students be  
successful.*

Kids First.

*Mrs. Amy Hays*

Executive Director



Northern Kentucky Cooperative For Educational Services  
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## **District English Learner (EL) Program Tasks/Responsibilities**

### **1- Hire certified staff.**

Districts must hire teachers who are qualified and certified to teach ELs, or support unqualified staff as they work towards obtaining the qualifications within a reasonable period of time (e.g., within two years). Local education agencies (LEAs) that cannot hire an adequate number of qualified ESL/bilingual or trained core-content teachers must ensure that current teachers obtain the requisite training. <http://www2.ed.gov/about/offices/list/ocr/docs/lau1991.html>

### **2- Purchase Transact:**

In accordance with ESEA Sec. 3302(e) local districts “shall implement an effective means of outreach to parents” of EL students. Information provided to parents should be provided in an understandable format and work to make parents active participants in the education of their children.

### **3- Develop a District EL Plan with teachers, researchers, school administrators, parents and/or other education-related community groups.**

### **4- Designate personnel to check the Home Language Survey (HLS) for indication of a home language other than English.**

### **5- If another language is indicated on the HLS, administer the W-APT.**

### **6- Ensure that enrollment forms are in compliance with state and federal law.**

### **7- Lead a PSP committee and develop a PSP which includes:**

- Reason for identification as EL (HLS and W-APT)
  - Level of English proficiency (using W-APT or ACCESS)
  - Level of academic achievement (previous academic records and/or informal assessments)
  - How the instructional program will address the student’s educational strengths and individual needs
  - How the program will address English language learning and acquisition
  - How the student will meet age-appropriate academic achievement standards and demonstrate adequate yearly progress
  - Expected rate of transition/exit for EL students out of EL status
  - The right to decline enrollment in the program or the method of instruction
  - Notify parents of the student’s placement in the EL Program (within 30 days at beginning of school year and within 2 weeks if student transfers in during the school year)
- [http://education.ky.gov/specialed/EL/Documents/New\\_EL\\_Coordinators\\_online\\_training.pdf](http://education.ky.gov/specialed/EL/Documents/New_EL_Coordinators_online_training.pdf)

8- Monitor Exited students:

- Monitored students' folders should contain the ACCESS data indicating the student has achieved exit status, the designated instructional staff that will monitor the student, data on performance in classes, state assessment data (if available), and documentation of meetings/conferences/actions taken if academic performance is unacceptable.

9- Provide professional development for teachers on the English Language Proficiency Standards and ensure that teachers show evidence of accommodations/modifications for ELs in their lesson plans.

10- Show evidence of holding the district accountable for AMAOs.

11- Show evidence of providing a high-quality language instruction program.

12- Update Infinite Campus regularly with LEP and immigrant information.

13- Be available to consult with private schools.

14- Provide high-quality, on-going and research-based professional development on best practices for educating ELs to teachers, administrators, and other school personnel.

15- Promote parental and community participation in programs for EL students.

16- Attend state and district trainings to ensure compliance with new state and federal regulations regarding the EL Program.

## ACCESS and KPREP Tasks for Districts

### August

View and try out Interactive ACCESS 2.0 Sample Items.

Contact the Technology Coordinator for the following:

- Discuss system requirements on the WIDA ACCESS for ELLs 2.0 Technology webpage with the District and/or School Technology Coordinator(s)
- Coordinate with testing sites to ensure that room space and equipment (computers, laptops, tablets, headsets) are reserved for testing days
- Confirm the district or school's technical capacity to administer ACCESS for ELLs 2.0 online with the Technology Coordinator. See the Technology User Guide and related modules in the WIDA Assessment Management System (AMS) for more information.
- Develop a plan for acquiring headsets with the Technology Coordinator. See the Headset Specifications document for more information
- Review the Technology Coordinator checklist (in the WIDA AMS)

### Review

- Accessibility and Accommodations Guidelines and Accessibility and Accommodations Descriptions and ensure that IEP teams understand the new guidelines.
- Test Administrator checklist and address any district-specific issues to allow them to successfully complete their training.
- Resources on the ACCESS for ELLs 2.0 webpage. Periodically check the Updates and FAQs for any new information.
- ACCESS for ELLs 2.0 Online Test Administration Manual
- WIDA Assessment Management System User Guides Part One and Part Two as needed

Optional: Attend any of the ACCESS for ELLs 2.0 Q&A sessions to get answers on any remaining questions

### September

Review state-specific information (dates, etc.) about ACCESS for ELLs 2.0 administration on Kentucky's state page

### October and November

Watch the Test Coordinator Overview Webinar (download PowerPoint slides)

Watch the Test Administrator Overview Webinar (download PowerPoint slides)

Complete the ACCESS for ELLs 2.0 Training Course

Watch all applicable modules about the WIDA AMS in the ACCESS for ELLs 2.0 online administrative portal

Complete tasks in the modules

Respond to KDE's request for account updates to information in DRC (usually sent by Chris Williams). KDE will send the requests to DRC. The DAC may then set up School Test Coordinator accounts as needed. School Test Coordinators will receive an automated email from DRC with account credentials and directions for logging in shortly after you submit their information

Upon receipt of your WIDA AMS account credentials, log in to WIDA AMS and agree to the security terms

Set up accounts for Technology Coordinators and Test Administrators in WIDA AMS (as needed) and assign applicable permissions

Ensure that all personnel involved with ACCESS for ELLs 2.0 testing are aware of the trainings and checklists for their roles

Order Testing Material

Ensure that your Infinite Campus info is up-to-date so the Pre-ID labels are correct (KDE does the upload for you)

Become familiar with the features of the WIDA AMS

Coordinate with Test Administrators regarding the testing schedule

Plan an opportunity for students to view test demos and complete the test practice

Follow up with SPED Director on ACCESS 2.0 Accommodations

Attend Administrative Code and Special Populations Training

Create ACCESS 2.0 Parent Letters in students' native languages

Order headphones and Good Faith effort supplies for testing

Watch videos for administering Alternate ACCESS

## **December**

Organize testing material

Double check Online Test Set-up

Check to ensure that all students are in test sessions in WIDA AMS

Create or edit test sessions and add students to test sessions in WIDA AMS as needed

Check computers and headsets

Review the Test Demos (videos) and the Test Practice (interactive items)

Ensure that all personnel involved in testing have completed their trainings and checklists

The Test Practice may be accessed via desktop icon once the Technology Coordinator has completed the TSM and INSIGHT downloads

### **January/February**

Receive, inventory, and distribute all paper testing materials (e.g., Writing booklets) to designated staff at schools

Print and distribute the Student Rosters and Test Tickets (as close to the actual testing day as possible due to security considerations)

Coordinate with the Test Administrator(s) to confirm all test tickets correctly display each student's test, demographic, and accommodations information

Conduct a final preparation walkthrough with the Technology Coordinator(s) to make sure all systems are ready for testing

### **Test Students**

- Administer Kindergarten 1 on 1 (45 min/student)
- Administer ALT ACCESS 1 on 1 (80 min/student)
- Administer Listening, Speaking, Reading, and Writing Grades 1-12 online (1-5 paper pencil for writing domain)

Contact DRC Customer Support: 855-787-9615 or [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) for technical assistance.

Contact WIDA Client Services Center: 866-276-7735 or [help@wida.us](mailto:help@wida.us) with test administration or policy questions

Work with the Technology Coordinator (strongly recommended to be on-site the first day of test administration) and the Test Administrator to troubleshoot any issues

Double check WIDA AMS for glitches

Oversee the Testing/Print Tier Reports

Watch for transfers during the window

If a student transfers check their previous district to see if they took the ACCESS

Completely new students need to take the W-APT and ACCESS before the window closes

Check the ACCESS for ELLs 2.0 webpage regularly as the FAQs will be updated throughout the preparation and testing period

Order new tests if necessary

Add students to WIDA AMS if necessary

Add Test Sessions if necessary

Select online testing accommodations for students with an IEP or 504 plan if necessary

Edit student info in WIDA AMS if necessary and/or on the student booklet

Collect paper test materials (e.g., Writing booklets) from Test Administrator(s) once testing is completed at each testing site

Return test materials per instructions in the ACCESS for ELLs 2.0 Online Test Administration Manual

### **March**

Develop and send out Accommodation Checklists (derived from the PSPs, e.g. Reader)

Create Individual Accommodation Forms

**\*\*WIDA AMS – Data Test Validation needs to be completed by End of March\*\***

### **April**

Interpret ACCESS 2.0 scores and prepare to meet with Teachers

### **May**

Have a Program Review Meeting within the district to review AMAOs and ACCESS Scores with teachers and ask for PSP feedback for next year's accommodations and/or modifications