

ESL TIME LINE

Within 30 days from registration [ESSA Requirement]

- ❖ All students newly enrolled in GDOE who may be English learners MUST be assessed for such status within 30 calendar days as required by federal law. This shall be done using either preLAS2000, LAS PLACEMENT or LAS LINKS.

Within 4 to 5 weeks of the opening of school:

- ❖ ELs placed in the appropriate ESL Program
- ❖ All students' data, especially HLS information, verified and entered into the PowerSchool System,

Within 6 weeks of the opening of school

- ❖ All LAS scores entered into the PowerSchool System
- ❖ Completed PEP form in all cumulative folders
- ❖ All parents notified of eligibility for services
- ❖ Parental notification forms or parental waivers filed in cumulative folders
- ❖ Program options in place
- ❖ All eligible students serviced in appropriate ESL Program
- ❖ Regular classroom teachers (RCT) given a listing of their English Language Learners by the ESL Coordinator

September 30 (or last working day of September)

- ❖ Reports generated to accompany the Annual School Action Plan

End of the first week of October:

- ❖ ESL Action Plan submitted to ESL Program Office

End of First Quarter

- ❖ PowerSchool reports for the Quarterly Summary Reports (QSR) generated on the last day of the 1st quarter.
- ❖ QSR submitted no later than 5 working days after the end of the quarter to the ESL PROGRAM OFFICE
- ❖ ESL Modifications Report prepared by RCT, approved by administrator and filed with the ESL Coordinator

End of First Semester/Second Quarter

- ❖ ESL Student Progress Reports sent home to parents to be signed and returned
- ❖ PowerSchool reports generated for the QSR on the last day of the 2nd quarter.
- ❖ QSR submitted no later than 5 working days after the end of the quarter to the ESL PROGRAM OFFICE

End of Third Quarter

- ❖ ESL Modifications Reports prepared by RCT, approved by administrator and filed with the ESL coordinator
- ❖ PowerSchool report generated for the QSR on the last day of the 3rd quarter.
- ❖ QSR submitted no later than 5 working days after the end of the quarter to the ESL PROGRAM OFFICE
- ❖ Placement information regarding ELs who will be promoted from elementary to middle and from middle to high provided by Coordinators from feeder schools to receiving schools

End of Second Semester/Fourth Quarter

- ❖ ESL Student Progress Reports sent home; a copy filed in the cumulative folders
- ❖ All ESL Modifications Semester Reports filed in students' cumulative folders
- ❖ PowerSchool report generated for the QSR on the last day of the 4th quarter.
- ❖ QSR submitted on the last work day for teachers to the ESL Program Office
- ❖ End of the Year report submitted on the last work day for teachers to the ESL Program Office

Ongoing

- ❖ HLS completed for all new students
- ❖ ESL Coordinators' meetings attended when scheduled
- ❖ Cumulative folders updated
- ❖ ESL Custom Screen in PowerSchool updated for new students
- ❖ Screen print of ESL Custom Screen from PowerSchool attached to all withdrawal forms by Registration Clerk
- ❖ Newly enrolled students with one or more languages other than English on their HLS tested within 30 days
- ❖ LAS Links or LAS Links Placement administered to transfer students with one or more languages other than English on their HLS if they have not previously been evaluated
- ❖ LAS LINKS administered to students who are likely candidates for exit from the program
- ❖ Annual Follow Up forms completed as they are due
- ❖ RCT regularly consulted regarding student and program concerns