



# USD 365

## Serving English Language Learners

### A Step-by-Step Guide

#### Step # 1: Home Language Survey

All new children enrolled in any of the school in USD 365 need to be provided a Home Language Survey with their enrollment packets. If a language other than English is provided as one of the answers on the survey, the student is to be assessed for English language proficiency. You will find a copy of the Home Language Survey in Step #1 on the district curriculum website ESOL tab

#### Step #2: English Language Proficiency Assessment

Approved English proficiency assessments for students in grades K-12 are the LAS-Link, IPT, LPTS and the KELPA Screener. Students scoring less than fluent on any of the domains of the assessment given are eligible for English for Speakers of Other Languages (ESOL) support services. USD 365 uses the KELPA Screener found in the Kansas Assessment Program KITE software system. All testing training materials and testing documents as well as the scoring grid sheet for the KELPA-P test are found in Step #2 on the district curriculum website ESOL tab.

#### Step #3: Parent Notification letter for Title III

Under Title III, parents are to be notified (to the extent practicable, in a language that they understand) that their child qualifies for ESOL services within 30 days of the start of the school year. If a student enrolls after the start of the year, notification must be sent within two weeks of the student's enrollment. The Parent Notification Letter can be found in the Step #3 on the district curriculum website ESOL tab.

#### Step #3: Placement in ESOL Services

Eligible students must be offered ESOL services with an ESL (English as a Second Language) endorsed teacher. Service types include pull-out, bilingual, dual language, push-in, ESL class period, and Modified Instruction. Other types of services may be offered in some districts. This is where team meets to determine services and letter is sent. Please see the [ESOL website](#) for further information.

#### Step #3: Enter Student on KIDS System -done by district office

Students must be entered on the KIDS system for the district to receive proper funding and a ELP assessment for that child. Funding is determined using the ENRL collection. ELP assessments are assigned to students using the information on the TEST record collection. ESL qualifying students must be entered correctly into KIDS system for funding and assessment information to be accurate. The sooner we code the better district is.

#### Step #4: Individual Learning Plan (ILP)

All ELLs will have an Individual Learning Plan (ILP). This plan documents how the student scored on the proficiency assessment and lays out steps for ensuring the student is making progress throughout the year in attaining English proficiency. KELPA scores will be recorded on the plan at the end of the year. The plan also lists any accommodations or special needs that the student requires. Sample ILP forms can be found in step #4 on the district curriculum website ESOL tab.

#### Step #5: Monitoring & Revisiting ILP Goals

\*Monitoring services must be completed on a weekly basis between the ESL certified teacher and the para support. During these meetings documentation must be done and kept on file. Step #5 folder contains different versions of the same monitoring form. Choose a form that best fits your meeting needs. \*Revisit the ILP throughout the school year and especially after receiving KELPA scores to determine whether the student is on track for making progress in English proficiency and whether changes need to be made. A Student monitoring document can be found in step #5 on the district curriculum website ESOL tab if the ILP team need it.

#### KELPA in the Spring

All English Language Learners (ELLs) in grades K-12 will be given the Kansas English Language Proficiency Assessment (KELPA) in the spring. The KELPA measures progress in attaining English proficiency.



#### Professional Development

Take advantage of any professional development offered by the Kansas State Department of Education (KSDE) or other organizations on ELLs or cultural awareness. The ELL population is a diverse group that is growing and changing quickly, and it is important to stay informed of the latest research, information and methods of instruction.

#### Federal and State Funding

State and federal funding is available to help serve ELLs. State funding is determined using a weighted formula of the base state aid per pupil and number of minutes of ESOL instruction a student receives with an ESL endorsed teacher. Federal funding is determined based on the amount allocated to the State and the number of ELs a district serves.