

APPENDIX V – 262

<b>Compliance Timeline for Principals</b>
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MONTH	REQUIRED ACTIONS
<b>July/August</b>	<ul style="list-style-type: none"> <li>▪ <b>New Enrollment:</b> Enter language question responses into Mojave immediately to indicate the PHLOTE status for students new to TUSD. Students whose response is other than English on one or more of the three language questions on the Enrollment Form or the <i>Home Language Survey (HLS)</i> must be assessed with <i>AZELLA Placement Test</i> within the first 30 days of the school year or within 14 days of their enrollment. Clarify discrepancies if the responses on the two forms do not match. Place both the Enrollment Form and the HLS in the student's cum file. <i>Prior to assessing Language Acquisition will continue to pull an SDELL70 – AZELLA Student Test History Report to check if any newly enrolled student has an assessment in place and provide schools with the list of students that need an assessment.</i></li> <li>▪ <b>Placement in a Structured English Immersion (SEI) Program:</b> Place all Continuing ELLs K-12, and newly identified PHLOTES at the elementary level, in an SEI Program for English Language Development (ELD) unless they have withdrawn from SEI or qualify for a waiver to participate in a Dual Language program.</li> <li>▪ <b>Placement in a Two-Way Dual Language (TWDL) Program:</b> Obtain and submit copies of approved <i>Waiver Requests for Dual Language</i> to the <b>Language Acquisition Department immediately</b>. Provide appropriate ELD and bilingual content instruction for ELLs and who hold a valid waiver.</li> <li>▪ <b>Placement in the Mainstream Program:</b> Schools with 20 or fewer ELLs in three consecutive grade levels qualify to use the Individual Language Learner Plan (ILLPs) for these students. ELLs must be placed in a mainstream classroom, and <b>quarterly</b> ILLPs must be completed by the mainstream teacher/s. <u>To ensure effective instruction, students should be grouped in the same classroom/s to form a critical mass (not spread out throughout the grade level)</u></li> <li>▪ <b>Designations:</b> Please complete and return the designation form sent out by the Language Acquisition department. Once your form is received, the Language Acquisition Department will enter ILLP, BLE and ELDP class designations into Mojave. This compliance process must be completed to verify accurate student placement.</li> <li>▪ <b>Parent Notification and Consent Form:</b> Print the <i>Parent Notification and Consent of Placement in an ELL Program</i> and the <i>TUSD Language Education Policy Brochure</i> (available on the Language Acquisition Department web page in various languages). Send forms immediately for continuing ELLs and Y ELLARs. Send form for newly identified ELLs once AZELLA scores are available. If necessary, make three attempts to collect signatures and document attempts on a consent form and place in the Cum folder.</li> <li>▪ <b>Avenues:</b> Administer and scan the Avenues pre-test for e-Assessment to all ELLs in grades 1-5 who use Avenues. Please follow district assessment calendar for additional <b>unit testing</b> for Avenues which is ongoing throughout the school year. Ensure that all classrooms designated for ELLs are supplied with appropriate ELL materials.</li> <li>▪ <b>ILLP Forms:</b> Ensure that an ILLP Form is completed for each ELL enrolled in an ILLP-qualified school. Ensure teacher has a copy with lesson plans and a copy is placed in the student's cum</li> <li>▪ <b>Dual Label (Ex. Ed and ELL):</b> Review all dual label students for appropriate placement.</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>▪ <b>Verification:</b> Verify that all new PHLOTEs have been assessed, that all AZELLA answer sheets have been submitted properly to the Language Acquisition Department.</li> <li>▪ <b>Review AZELLA scores.</b> Ensure appropriate placement based on AZELLA results. NOTE: IFEP students in K may remain in SEI/Mix with approved waiver from ADE.</li> <li>▪ <b>Language Preference:</b> Complete the Language Preference List by entering non-English Language Preferences into Mojave, based on the contact information section of the registration form</li> <li>▪ <b>Translations:</b> Send translated copies of the <i>Legal Notice to all Predominant Language Speakers</i> to the parents on your Language Preference List.</li> </ul>

<b>October</b>	<ul style="list-style-type: none"> <li>▪ <b>Two-Year Review Forms:</b> Teacher(s) must complete the pre-populated Two-Year Review forms provided by the Language Acquisition Department (LAD). Teachers review <b>current school year</b> data utilizing 15/16 quarterly SchoolCity benchmark data to determine whether a student needs to be provided with interventions where necessary. Once completed, file forms in cum folder(s). The principal must sign the affidavit and submit the original form to the LAD.</li> <li>▪ <b>1<sup>st</sup> Quarter MS &amp; HS ELD Assessments:</b> All middle and high school ELD teachers will administer and enter results of the 1<sup>st</sup> Quarter Assessment and review the results to guide instruction</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>▪ <b>Avenues:</b> Administer Kindergarten mid-year assessment and review results to guide instruction.</li> <li>▪ <b>2<sup>nd</sup> Quarter MS &amp; HS ELD Assessments:</b> All middle and high school ELD teachers will administer and enter results of the 2<sup>nd</sup> Quarter Assessment and review the results to guide instruction.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>▪ <b>Monitoring:</b> Continue to enter into Mojave the PHLOTE status indicated in the Student Enrollment Forms for students new to TUSD. Administer the AZELLA to new PHLOTEs within 14 days of enrollment. Place new ELLs in appropriate classes once the test results come in and to send a copy of the <b>Parent Notification and Consent of Placement in an ELL Program</b> form to each new ELL student's home within 30 days of enrollment. Ensure document is signed and placed in the cum.</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>▪ <b>Parent Meetings:</b> Scheduled Title III meetings in conjunction with other school events, such as PTA or School Council meetings, Parent-Teacher Conferences, or Kinder Roundup, and invite parents of ELLs to learn about language program options available in TUSD and about ways to support their child's learning.</li> <li>▪ <b>AZELLA Reassessment:</b> Administer the AZELLA to all continuing ELLs. <b>Test lists will be provided by your Language Assessment Coordinator.</b></li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>▪ <b>ELL Materials:</b> Inventory and replenish as necessary any ELL materials needed for next year. Submit necessary order to the Language Acquisition Department (workbook and assessments).</li> <li>▪ <b>3<sup>rd</sup> Quarter MS &amp; HS ELD Assessments:</b> All middle and high school ELD teachers will administer and enter results of the 3<sup>rd</sup> Quarter Assessment and review the results to guide instruction.</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>▪ Ensure that any FTE's that have been allotted to serve your ELL population for the subsequent school year be used for that <u>sole purpose</u>.</li> <li>▪ <b>TWDL Interest Surveys:</b> will be conducted by DL schools to monitor interest and plan for DL classroom numbers</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>▪ <b>Avenues:</b> Administer the Avenues post-test for e-Assessment to all ELLs/ (Y) ELLARs and ELLARs in grades 1-5 who use Avenues, and administer and hand score the Kinder Avenues End-of-Year Test.</li> <li>▪ <b>Parent Notification:</b> Upon receipt of AZELLA results, send to parents a notice regarding Continuing ELLs who achieved English proficiency, using the <b>Parent Notification of Student Achievement of English Proficiency form</b>. Ensure these reclassified students are properly placed for the following school year.</li> <li>▪ <b>4<sup>th</sup> Quarter MS &amp; HS ELD Assessments:</b> All middle and high school ELD teachers will administer and enter results of the 4<sup>th</sup> Quarter Assessment.</li> <li>▪ <b>TWDL Interest Surveys:</b> will be conducted by DL schools to monitor interest and plan for DL classroom numbers</li> </ul>