

English Language Learner Students with Disabilities Procedural Guidelines

All school-site administrators must adhere to the guidelines and procedures in the English Language Learners (ELL) Students with Disabilities (SWD) Guidelines and Procedures Manual to ensure compliance with State and District policies. The ELL SWD Guidelines and Procedures Manual is also posted in the Forms tab, under Other Documents on the ESE website: http://ese.dadeschools.net/ESOL_ESE/

The Exceptional Student Education Office monitors school sites to ensure the appropriate identification and placement of students with disabilities (SWD) who speak a language other than English in the home. On an annual basis, selected schools are monitored through the review of data and school site visits to ensure that SWD who are identified as English Language Learners (ELLs) are provided with appropriate instruction and services in accordance with their Individual Educational Plan (IEPs).

Schedules and ESOL Courses for ELL SWD (ESOL Levels 1-4)

SWD in Elementary Schools: If the student is receiving English for Speakers of Other Languages (ESOL) and ESOL related instruction in the General Education or the ESE program, the appropriate Elementary School Academic Program (ESAP) code must be used for the student's course schedule. The ESAP Program Guide for students with disabilities can be located at the following link:

http://ese.dadeschools.net/ESOL_ESE/pdfs17/ESAP_Pgm_Codes.pdf

Once the appropriate ESAP Code is entered, it will transfer the ESOL information to the Limited English Proficiency Courses (DSIS J-Screen) and the Current ESE Courses (DSIS PF4), if applicable.

SWD in Secondary Schools: If the student is receiving ESOL instruction within the ESE program, the appropriate course(s) and/or ESE teacher's employee number will rollover to the DSIS J-Screen if the schools follow the procedures below:

1. ELL SWD who will be provided with ESOL instruction in the general education program shall be scheduled into the general education ESOL courses as appropriate.
2. For ELL SWD being provided ESOL instruction by an ESE Teacher in an ESE classroom, the Intensive Reading, MJ Language Arts (6th-8th grade) or the English 1-2-3-4 (9th-12th grade) course must be double-coded with the grade appropriate Developmental Language through ESOL course.

ACCESS ELL courses:

All courses can be found in the [Miami Dade County Course Directory](#).

<http://oada.dadeschools.net/CBI/CBI.asp>

- Select 2020-2021 School year
- Download Spread Sheet
- If it is elementary select Elementary ESE Course Codes
- If it is secondary select Secondary School Courses (6-12) and then select either ESE grades 6-8 or ESE grades 9-12

ELL Students Determined Eligible for Exceptional Student Education (ESE)

ELL Students Eligible for an ESE program:

- ESOL services and assessments are documented on the IEP and no longer in the ELL Plan (see exceptions below).
- The Programs for ELL Section of the IEP in ESE-EMS must be completed
- Prior ELL Student Plans must be retained in the cumulative record, if applicable

Exceptions - ELL Students Eligible for Speech Impaired, Language Impaired, or Gifted:

- ESOL Services and assessments for students whose primary exceptionality is Speech Impaired (code F), Language Impaired (code G), or Gifted (code L) must continue to be documented on the ELL Student Plan by the ELL Committee following ELLevation procedures, they will not be documented on the IEP.

Initial IEP Eligibility Meeting and ESOL Assessments

- New SWDs and **previous** Pre-K SWDs with a “Y” (Yes) response on the Home Language Survey must be tested. Pre-K students who have a “Yes” response to **any** of the three Home Language Survey (HLS) questions, **are not** to be *tested for English language proficiency* as testing will take place starting May 1 before entering Kindergarten.

The School’s LEA is responsible for:

- Ensuring that the SWD are tested for ESOL within 20 days of enrollment (based on responses from the Home Language Survey).
- Ascertaining that the data input clerk receives the results of the test (ESOL level) for the school to update the J-screen **before October FTE!**
- Verifying that an interim IEP has been completed (**before October FTE**) to reflect ESOL Services, Pens, Goals, Accommodations, etc.

- A New Kindergarten SWD on **standard curriculum** will be administered the OLPS-R: 1st Semester (yellow form) or the 2nd Semester (pink form), if student was not tested prior to entering Kindergarten.
- A New Kindergarten SWD on **modified curriculum** will be administered a test from the *Continuum of ESOL Placement Tests for Exceptional Students* to determine their ESOL level, if student was not tested prior to entering Kindergarten.
 - The Continuum of ESOL Placement Tests for Exceptional Students can be found on http://ese.dadeschools.net/ESOL_ESE/pdfs17/FM-4762.pdf
- If a student is eligible for ESOL, the following ESOL information must be entered into the J-screen:
 - Entry Date – First day of Kindergarten, Date of Assessment, and Basis of Entry
- Once completed, an IEP meeting must be convened and the appropriate ELL sections of the IEP in ESE-EMS must be completed before the **October FTE Survey 2**.

Current ELL Students Entering ESE:

The results of the Assessing Comprehension and Communication in English State-to-State (ACCESS) for English Language Learners (ELL) from the Kindergarten ACCESS for ELLs or the ACCESS for ELLs will be used to determine the ESOL level of a general education ELL student who participated in the Spring administration and is being staffed into an ESE Program.

- The ESOL level and date of assessment documented on the IEP is the date of the ESOL level update which appears in the lower right-hand corner of the DSIS J-Screen.

Annual ESOL Updates for Levels 1-4:

DSIS J-SCREEN UPDATE

- The ESOL level on the DSIS J-screen will be automatically updated by Instructional Technology Services (ITS) for students who participated in the annual Spring administration of the Kindergarten ACCESS for ELLs, ACCESS for ELLs, or the Alternate ACCESS for ELLs.
- For SWD who participated in the Spring administration of Kindergarten ACCESS for ELLs, ACCESS for ELLs, or Alternate ACCESS for ELLs, it is recommended that the ESOL assessment date be documented on the IEP within the first semester of the school year.
- ESE teachers must consider **Extension of Services**, if applicable, when conducting an IEP Meeting for an ESOL level update on the IEP.
 - An IEP must always reflect the same ESOL level and ESOL level date as the DSIS J-screen.

Students who *did not* participate in the Spring administration of ACCESS for ELLs Assessment:

- ELL SWD on *Standard Curriculum* will be administered the **CELLA Online** to update the ESOL level and assessment date on the IEP.
- ELL SWD on *Modified Curriculum* will be administered a test from the **Continuum of ESOL Placement Tests for Exceptional Students** to update the ESOL level and assessment date on the IEP.
NOTE: The Continuum of ESOL Placement Tests for Exceptional Students has been adapted for any ELL SWD on Modified Curriculum that may need the test administered virtually. If you require the virtual format, please contact our office at (305) 274-8889.
- Once the appropriate assessment has been administered, the J-screen must be updated. THEN, an interim/annual IEP meeting must be convened to update the ESOL Level and ESOL level date.

The following information must be available to update the ESOL level in the DSIS J-screen:

1. ESOL level (from test just administered).
 2. If the ESOL level did not change when the student was tested, you must type over the ESOL level on the DSIS J-Screen and click enter to update the level.
 3. If the ESOL level decreases (e.g., if in the 2019 Spring Administration of the ACCESS the student scored a level 3 and when SWD was administered the CELLA online the student scored a level 2) you maintain the previous higher level and update it by following step #2.
- Schools can update ESOL levels on the DSIS J-Screen with the appropriate Quad AAAA access. Schools no longer need to submit requests for J-screen corrections or updates to the Bilingual ESE Office.
 - If unable to update an ESOL level, complete the Request for Correction on J-Screen for Bilingual ESE Student form (#7675) and fax to (305) 666-1250 or, for assistance, contact the office at (305) 274-8889.
 - After the J-Screen has been updated, an interim/annual IEP meeting must be convened to update the ESOL Level and ESOL level date.

SWD with ESOL Levels 1-4 and the IEP in ESE-EMS:

Locate **ESOL** under Event Overview in ESE-EMS and complete the ELL sections on the IEP:

- Type and Location of ELL Services – (refer to link for Directions Regarding ELL Services in ESE-EMS)
- ESOL Levels I-IV, Present Levels and Goals: Curriculum and Learning Environment – Priority Educational Needs (PEN)
 - At least one of the student’s PENs must reflect English Language Acquisition Skills. Choose one pen from the drop-down menu.
- Measurable Annual Goals and Benchmarks and/or Individual Transition Plan
 - Add goals and benchmarks, as needed, based on student’s curriculum needs: standard versus modified. Example: Given a passage, Susana will use oral language skills in English to identify the sequence of events in a story in 4 out of 5 opportunities.
- Transition Statement (Present Level and Goals)
 - The transition statement, if appropriate, should include outcomes (e.g., vocational, or professional career interests) or post-school outcomes. Example: Increase the student’s English vocabulary to prepare him/her for graduation requirements.
- Assurances
 - The assurances reflecting the communication needs of ELL SWD must be selected for ESOL levels 1-4.
- Classroom and Flexible Accommodation (select from the drop-down menu)
- ACCESS for ELLs Accommodations (select from the drop-down menu)
- Services
 - Specialized instruction, supplementary aides and services, amount and frequency of services, and location must be checked in this section and must concur with the Type and Location of ESOL Services.
- Matrix of Services and ELL SWD: Indicate *Domain A: (Curriculum and Learning)*

ELL SWD and IEP Exit Procedures

- ESOL levels and exit information will automatically be updated by ITS on the DSIS J-Screen based on the results of the most recent Kindergarten ACCESS for ELLs, ACCESS for ELLs, or Alternate ACCESS for ELLs for each student based on meeting ELL exit criteria.

Revising J-screen for ESOL Level V:

- An IEP meeting must be convened to exit a student **prior to the October Survey Period**.
- Hold IEP Meeting and **DO NOT LOCK!**
- **The J-screen ESOL EXIT DATE MUST be MANUALLY changed after completing the IEP to match the Interim/Annual IEP date** (date of the IEP and not the date of the assessment). The **Basis of EXIT should NOT be changed**. The Basis of Exit: H, I, or J reflects the student exited based in meeting the ELL Exit.
- In the conference notes write a statement that states **“parent will be given a DRAFT copy of the IEP until rollover of J-screen EXIT Date reflects the same date as the Interim/Annual IEP date”**.
- After rollover from the J-screen to ESE-EMS the ESOL EXIT Date should match the date of the Interim/Annual IEP date. **It is highly recommended to update the ESOL Exit date on the same day of the IEP meeting.**

- Twenty-four hours (24 hours) after the J-screen update, proceed to lock the IEP, distribute to the appropriate personnel, and send a copy to parent.

ELL EXIT Criteria

- **Students in Kindergarten through Grade 2:** For ELL SWD that participated in the Spring administration of the Kindergarten ACCESS for ELLs, or the ACCESS for ELLs, the English language proficiency level shall be a 4.0 composite score or greater and a 4.0 or greater in the domain of Reading.
- **Students in Grades 3 through 12:** Due to the fact that in 2020 the FSA/ELA assessment was cancelled, in order to meet requirement of **State Board Rule (SBR) 6A-6.0903, Requirements for Exiting English Language Learners from the English for Speakers of Other Languages Program**, **ALL** ESOL students in grades 3-12 who took the Spring 2020 ACCESS for ELLs had to score a Reading proficiency level of 4.0 or above and an Overall Composite proficiency of 4.0 or above. The IEP Team may consider exiting the ELL SWD from the ESOL Program.
- **Students in Grade 1 and 12 Participating in the Alternate ACCESS for ELLs:** For ELL SWD that participated in the Spring administration of the Alternate ACCESS for ELLs, the English language proficiency level shall be a P1 composite score or greater.

Proficient Scores for ACCESS for ELLs		
Grade Clusters	Composite	Reading
K-2	4.0 or greater	4.0 or greater
3-12	4.0 or greater	4.0 or greater
1-12 Alternate Assessment	P1 or greater	N/A

- The IEP team must consider the impact of the student's disability in its determination and the parents' preference may be considered.

Revising Student's Schedules to Reflect Exiting from the ESOL Program:

- Elementary schools must change the ESAP program Code to a non-ESOL ESAP program code before exiting the student in the DSIS J-Screen.
- Secondary schools must first change the student's schedule to remove ESOL courses before exit information can be entered in the DSIS J-Screen.

Three Years or More in an ESOL Program - Exiting or Extension of Services:

Per State Board Rule 6A-6.09022, Extension of Services in English for Speakers of Other Languages (ESOL) Program:

- The ELL status of a SWD is monitored by reviewing the number of years (continuous semesters) in the ESOL program in addition to the performance on the state assessment and other pertinent data.
- Following the three (3) year date of an ELL's initial enrollment in a school in the United States the IEP team must re-evaluate the student's progress towards English language proficiency at each annual IEP meeting. It is recommended that an IEP meeting be convened and the result of the ELL review be documented on the IEP within the first semester of the school year.
- If the student's IEP meeting is held between the first day of school and September 30th, and the student participated in the Spring ACCESS for ELLs or was administered the CELLA Online at the end of the prior school year, then further assessment is NOT needed

unless the school determines that the student will benefit from an additional Language Proficiency Assessment.

- If the student's IEP meeting is held October 1st or later, then the ESE teacher will administer the following Language Proficiency Assessment.
 - ELL SWD in 3rd-12th on standard curriculum shall be administered the **CELLA Online**.
 - ELL SWD in 3rd-12th on modified curriculum will be administered a test from the ***Continuum of ESOL Placement Tests for Exceptional Students***.

NOTE: The Continuum of ESOL Placement Tests for Exceptional Students has been adapted for any ELL SWD on Modified Curriculum that may need the test administered virtually. If you required the virtual format, please contact our office at (305) 274-8889.

- It is the responsibility of the school to verify that the DEUSS date is correct in PF19 or verify the information via the ELLevation platform.
- A Notice of Meeting (NOM) in ESE-EMS must be completed to schedule the **Consideration to Exit/Extension of Services** for ESOL meeting.
- Under **"The Purpose of this Meeting is to"** select **"Other"** and type in: **Consider Exit/Extension of Services for ESOL**.
 - Auditors will verify that the purpose of meeting was documented in the NOM.
- The IEP Team recommendations must include a clearly noted rationale to exit or extend. To **"Exit the ESOL Program"** based on review of all available data:

If the student earns a score of Proficient on the CELLA Online or Continuum of ESOL Placement Tests for Exceptional Students, then the IEP Team may consider exiting the student from the ESOL program during the IEP Team Meeting.

- The student's academic record will be reviewed holistically and the IEP team shall consider the results from CELLA Online or Test from the Continuum assessments along with **all of the following supporting criteria** to determine whether the student is English language proficient. The IEP Team must document the records reviewed in the student's IEP. Supporting criteria may include:
 1. Prior educational and academic experience (e.g., report card grades or other assessment data from other school districts or private schools) social experience.
 2. Level of mastery of basic competencies or skills in English (ACCESS for ELLs assessments) according to state or national criterion-referenced standards (or other language assessments from other states, if applicable).
 3. Level of mastery of basic competencies or skills in English (ACCESS for ELLs assessments) according to state or national criterion-referenced standards (or other language assessments from other states, if applicable);
 4. Test results from other assessments (e.g., iReady Data, weekly assessments).
- Following a review of all pertinent records, if the IEP team determines that the student is English language proficient, the student shall be exited from the ESOL program following the appropriate exit procedures for ELL SWD.
- The Cella Online or a test from the Continuum assessments must be documented under the Assessment section of the student's IEP. Additionally, the determination must be documented in the conference notes of the student's IEP.

To request **“Extension of Services”** if the student did not meet exit criteria of “Proficient” on the Cella Online or a test from the Continuum assessments the ELL SWD will remain in the ESOL program.

1. If the IEP team determines that the student is not English language proficient, the student will remain enrolled in the ESOL program.
2. The Cella Online or a test from the Continuum assessments must be documented under the Assessment section of the student’s IEP. Additionally, the determination must be documented in the conference notes of the student’s IEP stating that the team is recommending Extension of Services because the student did not meet exit criteria at this time.

Six Years or More in the ESOL Program:

For ELL SWD with **SIX years or more in the ESOL program**, the IEP Team must meet to consider exiting the student from the ESOL program based on pertinent data (years/semesters in the ESOL program, grades, i-Ready, etc.)

The ESOL exit date on the J-Screen must be the same as the IEP meeting date!

- The conference notes on the IEP must include a statement indicating that:
the student was exited based on a review of pertinent data and the consideration of the impact of the student’s disability in the decision to exit the student.

J-Screen Data Update for ESOL Exiting (Level 5):

ELL SWD who are **exited from the ESOL program by the IEP Team** require exit data to be **manually** entered in the DSIS J-Screen by the school, **IMMEDIATELY AFTER LOCKING** the IEP (ESOL Level 5)

- Exit date (**date of the IEP and NOT the date of the assessment**)
- Basis of exit: “L” - EL Committee (IEP team)

NOTE: Please make sure that the **IEP is LOCKED** just in case the manual update is not completed immediately.

- Schools can update ESOL levels or exit students regardless of years in the ESOL program with the appropriate Quad AAAA access. Schools no longer need to submit requests for J-Screen corrections to the Bilingual/ESOL ESE Office.
 - When exiting students from ESOL, the ESAP Code (elementary) and the schedule change to remove ESOL course(s) (secondary) must be updated.
- If unable to update an ESOL level, complete the Request for Correction on J-Screen for Bilingual ESOL/ESE Student form (#7675) and fax to 305-666-1250 or, for assistance, contact the office at 305-274-8889.

Post Exit Monitoring in ESE-EMS

The Post Program Review (PPR) Section on the hard copy of the finalized IEP must be documented during each of the PPR dates. During the corresponding PPR dates, the student’s Language Arts/ESE teacher provides the recommendation to be entered on the hardcopy kept in the cum. The Language Arts/ESE Teacher must update the “Change in Status” and “Refer to IEP Team” section on the hardcopy of the PPR of the IEP.

- The Language Arts/ESE teacher's name, employee number, date and signature must be documented on the printout.
- Scan the printout and save in the following format:
 - ID #_ELL_PPR#_DATE (e.g., 123456_ELL_PPR1_11_01_2018)
- In ESE-EMS select attachments, select Upload, then upload the corresponding PPR saved under the format specified.
- Follow these steps for each of the four PPR dates.

NEW from the Florida Department of Education (FLDOE): Amendment (dated November 15, 2019) to, State Board Rule 6A-6.09091 F.A.C. and Florida's Every Student Succeeds Act (ESSA):

The purpose of this amendment is to allow English Language Learners (ELLs) who have recently exited the English for Speakers of Other Languages (ESOL) program to receive accommodations for the statewide assessment program. The effect of this amendment is that ELLs recently exited from ESOL would receive accommodations on the statewide assessments during the Post Program Review period (two years).

Free Appropriate Public Education

The **entering or exiting** of a SWD from the ESOL program constitutes a change in the provision of Free Appropriate Public Education (FAPE) since there will be changes to the student's PEN(s), goal(s), and modifications and/or accommodations.

- The **Prior Written Notice of Proposal of Refusal (PWNPR)** form must be completed in ESE-EMS when an ELL SWD enters or exits from the ESOL program at an IEP meeting.

State Board Rule 6A-6.0902 3.d, F.A.C. to Opt-Out of ESOL Services

If a parent refuses placement or is adamant about opting out of ESOL services, then the school must have an IEP meeting to remove ESOL instructional courses and services; however, **the student will continue to be classified as ELL until he/she meets exit criteria.** This rule must be explained to the parent and the following note **must be documented** in the conference notes area of the IEP:

IEP Conference Notes:

In accordance with State Board Rule 6A-6.0902 3.d, F.A.C., "Parents have the right to have their child immediately removed from a language instruction educational program and to decline to enroll the student in such a program or choose other instructional options, if available." The Parent has requested to have _____ removed from the ESOL program but understands that their child will still be classified as ELL until they have met exit rule requirements. Parent also understands that their child will no longer be eligible for any Title III services (have parent initial next to conference note).

- Following the meeting, enter The LEP Services: "**LN**" in the DSIS J-Screen

If the student is in secondary, they must be scheduled into English ELA and an Intensive Reading course; however, both the ELA and Reading teachers **must still be ESOL endorsed** because the rule states that the district cannot forgo responsibility for a properly trained teacher to provide instruction.

If the student is in elementary, the ESAP Code must be changed to remove the ESOL course but the teacher **must still be ESOL endorsed**.

- The student will continue to take the Kindergarten ACCESS for ELLS, ACCESS for ELL/Alternate ACCESS for ELLS assessment on a yearly basis and may be exited once they meet the appropriate exit criteria.

Procedures to Request a Language Proficiency Dominance Screening

A Language Proficiency Dominance Screening (LPDS) is conducted by a Bilingual Assessor for ELL students having significant academic and/or behavior difficulties within the general education program to determine if language is a factor in their academic progress.

Referral for Assessment:

An ELL Committee must be convened with no exception, to review the ELL's performance and to document in ELLvation that a request for a Language Proficiency Dominance Screening (LPDS) has been requested along with a reason for referral. The following information will also be verified upon receipt of a referral.

ESOL levels 1 and 2 students with less than 2 years in the ESOL Program:

- Student is exhibiting severe academic difficulties in the Home Language Arts (HLA) class as evidenced by failing grades (D's and F's) and/or
- Student is exhibiting severe behavior issues as documented by the **FBA** and **BIP**. Information is documented on **Student Case Management Information** (PF-14).
- Students who have been in the ESOL program for less than 2 years with no documented evidence of severe academic and/or behavior difficulties will require a rationale before a LPDS is conducted.

ESOL levels 1- 4 students with more than 2 years in the ESOL program:

- Student is exhibiting severe academic difficulties in the ESOL Language Arts/Reading and Home Language Arts (HLA) class as evidenced by failing grades (D's and F's) and/or
- Student is exhibiting severe behavior issues as documented by the **FBA** and **BIP**. Information is documented on **Student Case Management** Information (PF-14)
- Student is receiving interventions

ESOL level 5 students during Post Program Review Monitoring Period:

- Student is exhibiting severe academic difficulties in Language Arts/Reading as evidenced by failing/regressing grades (D's and F's)
- The Basis of exiting ESOL exit on the J-Screen was **L** (ELL Committee)

Reevaluation:

- A school psychologist may request an LPDS as part of a reevaluation for a student who is already participating in a program for students with disabilities.

Once the ELL Committee has been convened, student performance has been reviewed, and the ELL Committee has made the determination to request a LPDS, then the school MUST fax the appropriate forms (**#4961 - #6279 - #6572**) to the Bilingual/ ESE office at 305-666-1250 to initiate the review of the LPDS referral request. **DO NOT EMAIL CONSENT FOR SCREENINGS** directly to the assessors assigned to your school.

Results of Screening:

After a LPDS, the ELL Committee must be convened. Further action must be recommended and documented in the student's ELL plan in ELLevation based on the review of the LPDS results.

LPDS Reports Validity Period:

The results of the LPDS are valid for one to two years and will be determined by the Bilingual Assessor following a review of the student information and documentation.

Retention of ELL SWD

Promotion/Retention of an ELL SWD DOES NOT require the review and recommendations of the IEP Committee. Refer to Student Progression Plan, section H Promotion/Retention Policies for specific information. This is an administrative school-site decision.

Revised 2/2021