

## Initial Assessment and Identification

Questions/Topic	State-Specific Guidance/Links
<p><b>Process overview</b></p> <ul style="list-style-type: none"> <li>What are the key steps to identifying and placing a student in ELL program?</li> </ul>	<p>When a newly enrolled student has responded with a language other than English on any part of the Home Language Survey (HLS), s/he is screened for ESL services with the Kindergarten W-APT, or the WIDA Screener, Grades 1-12. The screener is given only once in the educational career of the EL. The scores on this screener determine:</p> <ul style="list-style-type: none"> <li>If the student will be classified as EL (coded as “L” or “W” in EIS), and</li> <li>The minimum amount of service the EL will receive initially</li> </ul>
<p><b>Timelines</b></p> <ul style="list-style-type: none"> <li>Once students enroll in district, how much time can pass before schools must make placement decisions?</li> </ul>	<p>Students should be placed and begin receiving services as soon as possible. TN advises that screening takes place the first week they are in enrolled in school and it is in session. ELs must be screened and served within 30 days of enrollment.</p> <p>Before screening, there is at a minimum a Home Language Survey (HLS). An interview with the parents and child is also advisable.</p>
<p><b>Home Language Survey</b></p> <ul style="list-style-type: none"> <li>Is there a state mandated home language survey or list of questions?</li> <li>What is the process for administering a home language survey?</li> </ul>	<p>There is a state-mandated HLS in the TN State Board of Education Policy 3.207. This is done at enrollment. The HLS should ideally be administered only once in the student’s K-12 academic career.</p> <p>Any answer other than English to any question is an indication that the student should be screened with a WIDA Screener.</p>
<p><b>State Approved Assessments</b></p> <ul style="list-style-type: none"> <li>What WIDA identification/placement assessments are approved options for your state?</li> </ul>	<p><b>Kindergarten:</b> K W-APT  <b>Grades 1-12<sup>th</sup>:</b> WIDA Screener Online  These are the only screeners which may be currently used in TN.</p> <p>TN is currently working on a screening process for EL SWDs that cannot access the WIDA Screener or the Kindergarten W-APT.</p>

<p><b>Paper Based Screener Costs –</b> <i>WIDA MODEL, WIDA Screener Paper</i></p> <ul style="list-style-type: none"> <li>• Who is responsible for purchasing materials?</li> <li>• Who is responsible for paying for materials?</li> <li>• Through what methods can these materials be purchased?</li> </ul>	<p>TN is an online assessment state. The use of WIDA Screener Paper should be very limited or used as an accommodation for EL SWDs, for example.</p> <p>LEAs pay for WIDA Paper Screener</p> <p>*If districts want additional materials, they are to contact the SEA (contact information below) who will give them permission.</p> <p>For more information, go to the <a href="#">WIDA Store</a>.</p>
<p><b>Identification/Placement Criteria</b></p> <ul style="list-style-type: none"> <li>• What factors should be considered when making a placement decision?</li> <li>• What screener scores result in student placement in an ELL program?</li> <li>• Are there other criteria LEAs must take into account?</li> </ul>	<p><u>Please see State Board Policy 3.207</u> for Identification and Placement Criteria. Please see the link below for more information.</p> <p><a href="https://www.tn.gov/content/dam/tn/stateboardofeducation/documents/policies/3000/3.207%20ESL%20Program%20Policy%2010-20-17.pdf">https://www.tn.gov/content/dam/tn/stateboardofeducation/documents/policies/3000/3.207 ESL Program Policy 10-20-17.pdf</a></p>
<p><b>Other Information and Resources</b></p>	<p>LEAs are required to notify parents as outlined in ESSA.</p> <p>LEAs are responsible to input of their own ESL data into their SIS packages that upload to EIS regularly. The fidelity of that data is the responsibility of the LEA.</p> <p>All students in TN are expected to have instruction differentiated for their needs. Therefore, students who did not initially qualify would have specific needs met through differentiation and RTI. If the student is not successful with meaningful differentiation, s/he may be considered for ESL services. This process would begin with a discussion with the parents.</p> <p>Newcomers are ELs who have not completed one full year of study in a U.S. school. Newcomers take assessment the first year, but are excluded from growth until the 2nd year and from proficiency until the 3<sup>rd</sup> year.</p> <p>A former EL can only be reassessed for the ESL program if s/he has had meaningful interventions and the district has an approved procedure for reclassification.</p> <p>EL SWDs must have all meaningful accommodations.</p>

## Test Administrator Training and Certification

Question/Topic	State-Specific Guidance
<b>Test Administrator Qualifications</b>	Must be an EL Certified teacher, unless approved by SEA.
<b>Test Administrator Training Requirements</b>	<p>To be certified to score WIDA Screener, TAs must annually complete the required certification quizzes with passing scores of 80% or higher on the relevant quiz(zes):</p> <ul style="list-style-type: none"> <li>• Speaking Grades 1-5</li> <li>• Speaking Grades 6-12</li> <li>• Writing Grades 1-5</li> <li>• Writing Grades 6-12</li> </ul> <p>TAs must be certified for the grade levels they will be administering to. All training and certification quizzes are located on the WIDA website.</p> <p>Kindergarten W-APT: WIDA recommends Test Administrators review the K W-APT Test Administrator Manual and Training Tutorial prior to administering the K-WAPT.</p>
<b>Website Permissions</b> <ul style="list-style-type: none"> <li>• How do test administrators obtain WIDA website accounts to complete the training requirements?</li> <li>• How do educators obtain access to WIDA AMS to administer WIDA Screener?</li> </ul>	<p><u>WIDA Permissions (<a href="http://www.wida.us">www.wida.us</a>):</u> W-APT and WIDA Screener: Test Administrators should contact District Test Coordinator for permissions.</p> <p><u>WIDA AMS (DRC) Permissions (<a href="http://wida-ams.us">wida-ams.us</a>):</u> Educator Scoring for WIDA: Test Administrators should contact District Test Coordinator for permissions.</p>

## ELL Program Requirements – Services &amp; Support

Question/Topic	State-Specific Guidance
<b>ELL Services or Program Requirements</b>	If a student will receive ESL services, districts should follow the State Board Policy 3.207.
<b>Declining Services</b>	<p>The student is coded as “W” in EIS for having waived direct services. The instruction then becomes the responsibility of the general education teacher. The school and district have the responsibility to ensure that the general education teacher is adequately trained.</p> <p>All “L” and “W” coded students in TN must be annually assessed with the WIDA ACCESS 2.0.</p>

## Contact Information

Question/Topic	State-Specific Guidance
<b>Who to Contact</b>	<p>For more information regarding identification and placement, please contact:</p> <p>Jan Lanier            Director of EL, immigrant and migrant programs            Consolidated Planning and Monitoring            Tennessee Department of Education (615) 532-6314  <a href="mailto:Jan.Lanier@tn.gov">Jan.Lanier@tn.gov</a></p>