

### New Students

- 1- **Copy of Enrollment (Send to EL Department)**
- 2- **LEP Conference (Send to EL Department)**
- 3- **WIDA ACCESS for ELL's** (if the student is transferring from an out-of-state school please check all participating states on the [WIDA Consortium's List located on our webpage at: http://websites.msdp.k12.in.us/ell/files/2015/02/WIDA-Consortium-Members-7-24-15-1.pdf](http://websites.msdp.k12.in.us/ell/files/2015/02/WIDA-Consortium-Members-7-24-15-1.pdf) We have up to 30 calendar days at the beginning of the school year, or 10 days if the student enrolls after the beginning of the school year, to test or obtain the W-APT or ACCESS for ELLs test scores from the member state. **EL Department will print score reports from DRC for students you have tested with the Online Screener. For Out-of-State WIDA ACCESS or W-APT paper score reports, please fax, scan or send a copy to the EL Department immediately.**
- 4- **Parent Refusal Form** (if applicable) (Send to EL Department)
- 5- **Create and complete ILP and PN (Parent Notification):** Send home by August 23, 2018 or 2 weeks after enrollment

Please staple the enrollment form and LEP Conference form together for each new student and make a stack alphabetically to send to the EL Department.

### Students who were here last year and tested level 1.0 - 4.9

Renewed/Updated ILP in Skyward per EL Department \*Timelines **(Sent home by August 23, 2018 or 2 weeks after enrollment)**. ILP (ONLY for levels 1 thru 4.9)

\*Parent Notification (ONLY for levels 1 thru 4.9) (Send home with all disclaimers) **Please send home anytime changes or updates are made.**

### Students who were here last year and tested level 5.0 – 6.0 (Spring WIDA 2017 and 2018)

Level 5 monitoring form updated in Skyward per EL Department.

(These are done 1<sup>st</sup> and 3<sup>rd</sup> quarters and you will be notified by the EL department.)

### Students who transferred between Perry Schools

ILP (ONLY for levels 1 thru 4.9) Renewed/Updated in Skyward per EL Department \*Timelines **(Sent home by August 23, 2018 or 2 weeks after enrollment)**.

**Please send home anytime changes or updates are made to a student's ILP.**

### Students who didn't qualify

Score Reports (W-APT) and Parent Notification DQ

**Maria will print score reports from DRC for students you have tested with the Online Screener.**

**Paperwork should be done and sent to the EL Department within 30 days at the start of the school year and within two weeks of arrival later in the school year.**

**\* EL Department Timelines** (We have up to 30 school days at the beginning of the school year (by August 23, 2018, or 2 weeks if the student enrolls after the beginning of the school year))

If you have any questions please contact Maria Montiero 789-3720 or Lisa Netsch at 789-3988.