

**New Students**

- 1- **WIDA ACCESS Out-of-State or KDG Screeners:** Scan and upload in the current year folder titled “K-1 and Previous WIDA”(K-5 Schools) or “Previous WIDA” (6-12 Schools) in your EL Data folder. Name the document with the last name first, for example: Last name, First name. (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.msdot.k12.in.us/ell/files/2015/02/WIDA-Consortium-Members-7-24-15-1.pdf>
- 2- **New Student Online WIDA Screeners:** EL Department will access score reports from DRC for students you have tested with the Online Screener. **Please do not scan or send them to the EL office.**
- 3- **Parent Refusal Form** (if applicable) **(Send to EL Department)**
- 4- **Create and complete ILP and PN (Parent Notification):** Send home by September 2, 2022. After September 2, you have 2 weeks after enrollment

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.)

**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 September 2, 2022 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 communicate with families anytime changes or updates are made.**

**Students who were here last year and tested level 5.0 – 6.0** (Spring WIDA 2020 and 2021)

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 September 3, 2020 or 2 weeks after enrollment)**.

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

**Students who didn’t qualify**

**KDG Screener:** Score Reports (Scan and upload in you “K-1 and Previous WIDA” folder and title with student’s last name first (Last Name, First Name) and Send Parent Notification DQ to the EL Office

**Online Screener:** Maria will access score reports from DRC for students you have tested with the Online Screener. **Please do not scan or send to the EL department.**

**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 calendar days at the beginning of the school year (by September 2, 2022, 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, Duh Tial 789-3716, or Lisa Netsch at 789-3988.