

English Learner Screeners Guidance

Fall 2020



Federal requirements mandate that the following is completed within the first 30 calendar days of the school year:

- Administer Home Language Survey to all first-time Indiana enrollees;
- Administer English language proficiency placement assessments (i.e., Kindergarten W-APT or WIDA Screener) to eligible students to determine English learner (EL) status;
- Administer English language proficiency placement assessments to eligible students who were enrolled, but not screened in Spring 2020 due to COVID-19 school closures; and
- Disseminate Annual Parent Notification Letter to inform parents or guardians of EL identification and placement.

The Indiana Department of Education (IDOE) is unable to provide flexibility to corporations and schools for meeting the 30-day identification and placement timeline for eligible students.

- The 30-day timeline begins on the first day of school, regardless if instruction is taking place in person or virtually.
- The 30-day timeline begins on the revised start date for the school year if corporations and schools are implementing a delayed start.

IDOE extended the following data submission deadlines to accommodate reporting of students who are formally identified later in the fall:

- DOE-TL (WIDA ACCESS): November 6
- DOE-LM (Language Minority): December 16

IDOE understands the impact of COVID-19 on schools is presenting unique challenges for the 2020-2021 school year. Per IDOE's [Remote Proctoring Guidance](#), WIDA placement assessments cannot be administered remotely. Instead, the Office of Student Assessment offers the following guidance for screening potential EL students who are attending school virtually.*

*WIDA released an abbreviated screener. Based on the test design it does not provide a proficiency determination and does not alleviate the full screener requirement. IDOE is not implementing the abbreviated version as it does not resolve the burden for schools.

Identification Steps	Safety Considerations	Test Mode	Documentation
<p>Step 1: Attempt to schedule in-person, on-site administration of placement assessments.</p>	<p>Corporations and schools must follow local health department guidelines including, but not limited to the following:</p> <ul style="list-style-type: none"> • Implement social distancing practices • Test Administrator (TA) and student wear masks • Clear, designated space or divider between TA and student 	<p>Kindergarten W-APT is paper-based; test materials are accessible in the WIDA Secure Portal.</p> <p>WIDA Screener is available online or via paper. For on site test administrations, online testing should be utilized unless the student has a paper testing accommodation.</p>	<p>Document <u>all</u> attempts made to schedule students for on site testing.</p>
<p>Step 2: For students unable to come to the school, attempt to schedule in-person, off-site administration of placement assessments. Follow homebound test administration guidance.</p>	<p>Follow the safety considerations noted in Step 1. Test administration may take place in or near the student's home or in a public space, so long as an appropriate testing environment can be provided.</p>	<p>For WIDA Screener, online administration is preferred. However, if online administration is not a viable option (e.g., no internet connectivity in testing location), WIDA Screener Paper can be administered.</p> <p>Corporations and schools received WIDA Screener Paper District Kits in 2017-2018. Complete this form to request additional materials. Materials will arrive in one to two weeks.</p>	<p>Document <u>all</u> attempts made to schedule students for off-site testing and/or details of concerns that arise with administering a test off-site.</p>
<p>Step 3: If the school exhausts all options to schedule on-site and off-site testing with a student, utilize IDOE's Provisional English Learner Identification Process to determine temporary identification and placement. Formal screening is required prior to DOE-LM reporting.</p>	<p>N/A</p>	<p>This process consists of a series of steps, including virtual (phone or video) interviews with the family and student. Full administration details can be found in the <i>Provisional English Learner Identification Process Guide</i>.</p>	<p>The following should be placed in the student's cumulative file:</p> <ul style="list-style-type: none"> • Process checklist • Family and student interview documentation • Documentation of parent notification (i.e., copy of Annual Parent Notification Letter or documentation of the date communicated)