

### SPELL Move-In Procedures

These procedures are to be followed for any student who has moved into district who has been identified as an English Language Learner and who has an IEP. These procedures serve as an appendage to the existing DSD move-in procedures for students who are being served with an IEP. Take note, if a student is moving into the district from out of state, there is a specific DSD procedure that should be followed.

<b>Student:</b>		<b>School:</b>
<b>Birthdate:</b>	<b>Home Language:</b>	<b>Form Completed By:</b>
<b>Purpose of File Review (Please select all applicable reasons)</b> <input type="checkbox"/> Team needs to re-evaluate child and would like consultation about ruling out cultural/linguistic factors. <input type="checkbox"/> Team would like consultation related to what language the child should be assessed in. <input type="checkbox"/> Team is submitting file so the SPELL committee has a record of the student in case future consultation is needed. <input type="checkbox"/> Other (please specify)		

**Educational History:**

	School Attended	Location
Pre-		
K		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

**Current WIDA Scores:**

<b>Overall WIDA Score</b> : Indicate WIDA A or P		<input type="checkbox"/> N/A-This is a preschool student.	
<i>Include the Subtest scores below</i>			
Writing :	Reading:	Speaking:	Listening:
Oral Language:	Literacy:	Comprehension:	
Proficiency Level Key: 1-Entering, 2-Beginning, 3-Developing, 4-Expanding, 5-Bridging, 6-Reaching			

- ❖ WIDA testing results that contain subtest scores can found in Encore (Student Information System / Testing / WIDA Reports)

If the student does not have a current WIDA score please contact Mark Hansen ([MBHANSEN@dsdmail.net](mailto:MBHANSEN@dsdmail.net)) to schedule this test.

**Fill out (or gather) the following forms and send them in to the SPELL Committee (spedspell@dsdmail.net)**

- SPELL Move-in Procedures (this document)
- Parent / Caregiver Interview
  - The Parent Caregiver Interview may not be needed if a similar form already exists in the file. If such a form is found in the file please send it in to see if it is adequate.
- Current Evaluation and Eligibility Documents (from previous district)

*This information will be reviewed by the SPELL Committee; however please follow current move-in/re-evaluation procedures (including testing) in the meantime. If an analysis is needed for the Pattern of Strengths and Weaknesses, please include a copy of the subtest scores from the cognitive measures found in the file.*  
*(modified 10/16/18)*