

SPELL Procedures for Renewal of Eligibility and/or Adding services

Renewal of SPED Eligibility for ESL students:

1. Follow the Davis School District Procedures for renewing a students SPED eligibility.
2. Ensure student has been instructed by an ESL endorsed teacher.
3. Monitor for progress in any ESL services the student is receiving. (i.e. Imagine Learning or ESL tutor)
4. Be conscious that as a general recommendation it takes a student 5-7 years of instruction in English to be considered academically proficient in English.
5. Check student file to ensure it contains SPELL forms:

If the student received special education services prior to 2016-17 school year:

- ✓ Language Development History
- ✓ Home Language Survey
- ✓ ELL Information form
- ✓ Language Checklist (BICS/ CALP)
- ✓ SPELL memo concurring with the IEP teams desire to proceed with original testing.

Or if the student received special education services during or after the 2016-17 school year:

- ✓ Parent Caregiver Interview
- ✓ Is this Special Education Referral Appropriate for an English Language Learner
- ✓ Spell Referral Form
- ✓ Language Checklist (BICS/ CALP)
- ✓ SPELL memo concurring with the IEP teams desire to proceed with original testing.

6. If forms are missing or need updating, do so before the Eligibility Meeting.
7. Check student's most recent WIDA A scores and their progress over the years:
 - a. A teacher with the child on their rolls needs to log on to Utah Data Gateway (they may need to create an account with their Cactus ID >Select WIDA>Select student>Select the most recent WIDA report>print the report and include most recent score on Eligibility document.
 - ✓ If student has a 5 or greater, SPELL involvement no longer necessary
 - ✓ Review CAN-DO descriptors to evaluate how a student is expected to perform given the current WIDA Scores. (On SPELL website)
 - ✓ Make sure IEP goals align in terms of rigor and scope with the current WIDA scores.
8. If the school team is wondering about having the student assessed in their home language or if rating scales are needed in another language, please contact the SPELL Committee (spedspell@dsdmail.net) to review the original file and provide recommendations. *Please include the "Re-evaluation File Review Request Form" in your email.*
9. If the team determines the student's IQ scores need to be updated and the team is looking at SLD, the School Psychologist should administer a verbal IQ test and analyze the results using the Culture-Language Interpretive Matrix and send the results to the SPELL Committee (spedspell@dsdmail.net) to be included in the file. If the team is not looking at SLD, and a cognitive test is needed, a nonverbal assessment could be done in place of a verbal IQ.
10. Request a SPELL consultation and/or file review as needed.

Adding Services to an Existing IEP:

1. Follow the Davis School District Procedures for adding services to an IEP

TCM will place this form in the file of every ESL student who has an IEP.

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2. Ensure the student has been instructed by an ESL endorsed teacher.
3. Monitor for progress in any ESL services the student is receiving (i.e. Imagine Learning or ESL tutor).
4. Be conscious that as a general recommendation it takes a student 5-7 years of instruction in English to be considered academically proficient in English.
5. Check student file to ensure it contains SPELL forms:

If the student received special education services prior to 2016-17 school year:

- ✓ Language Development History
- ✓ Home Language Survey
- ✓ ELL Information form
- ✓ Language Checklist (BICS/ CALP)
- ✓ SPELL memo concurring with the IEP teams desire to proceed with original testing.

Or if the student received special education services during or after the 2016-17 school year:

- ✓ Parent Caregiver Interview
- ✓ Is this Special Education Referral Appropriate for an English Language Learner
- ✓ Spell Referral Form
- ✓ Language Checklist (BICS/ CALP)
- ✓ SPELL memo concurring with the IEP teams desire to proceed with original testing.

6. If forms are missing or need updating, do so before the IEP Meeting.
7. Check student's most recent WIDA A scores:
8. Check student's most recent WIDA A scores and their progress over the years:
 - a. A teacher with the child on their rolls needs to log on to Utah Data Gateway (they may need to create an account with their Cactus ID >Select WIDA>Select student>Select the most recent WIDA report>print the report and include most recent score on Eligibility document.
 - ✓ If student has 5 or greater, SPELL procedures no longer necessary
 - ✓ Cross reference CAN-DO descriptors to evaluate how a student is expected to perform given the current WIDA Scores.
 - ✓ Make sure IEP goals align in terms of rigor and scope with the current WIDA scores.
9. Make sure ELL intervention strategies are implemented, monitored and documented.
10. Send current intervention documentation and data to the Special Ed ELL Committee to be added to the file.
 - a. If the student is currently receiving speech only, please email spedspell@dsdmail.net to review the file prior to doing a data review and obtaining permission to test.
11. Request a SPELL consultation and/or file review as needed.