

EL Intake Procedures for Enrolling for Austin Public Schools

For new-to-the-district students with a home/primary language other than English

	Action	Person Responsible																			
1	Enrollment form indicates a language other than English as indicated on MNLS. <ul style="list-style-type: none"> • If student is from a WIDA state, request ACCESS or WAPT scores (see WIDA states map) 	Enrollment secretary																			
2	Notification of EL Coordinator, site EL staff, success coach, and building principal by email	Enrollment secretary																			
3	W-APT/WIDA Screener administered <ul style="list-style-type: none"> • Check file for WIDA or ACCESS scores from previous district or other documentation of LEP status including proficiency • Use WIDA AMS score report to generate summary report • WIDA Screener summary report and writing sample placed in cum file • W-APT/WIDA Screener scores entered into Infinite Campus 	Site EL teacher or EL Coordinator																			
4	Criteria for initial English learner Identification in Minnesota (KG – grade 12) W-APT Screener proficiency criteria: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Grade</th> <th style="width: 25%;">Domains</th> <th style="width: 20%;">W-APT Score identifies student as an English learner</th> <th style="width: 35%;">W-APT Score indicates student is NOT an EL</th> </tr> </thead> <tbody> <tr> <td>KG 1st Semester</td> <td>Listening & Speaking</td> <td>27 or lower</td> <td>28 or higher</td> </tr> <tr> <td rowspan="2">KG 2nd Semester or (1st grader first semester)</td> <td>Listening & Speaking</td> <td>27 or lower</td> <td>28 or higher</td> </tr> <tr> <td>Reading</td> <td>10 or lower</td> <td>11 or higher</td> </tr> <tr> <td></td> <td></td> <td>11 or lower</td> <td>12 or higher</td> </tr> </tbody> </table> <p style="margin-top: 10px;">WIDA Screener proficiency criteria (grades 1-12)</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> The student is identified as an English learner if either of the statements below are true: <ol style="list-style-type: none"> 1. Overall composite is below 4.5. 2. Any domain score is below 4.0. </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> The score indicates that the student is NOT an English learner if both criteria below are true: <ol style="list-style-type: none"> 1. Overall composite score is 4.5 or higher. 2. Each domain score is 4.0 or higher. </div> <p style="margin-top: 10px;">ACCESS proficiency criteria (grades KG – 12)</p> <div style="border: 1px solid black; padding: 5px;"> The student has an overall composite score of at least 4.5 and three out of the four domain scores (listening, speaking, reading, and writing) of at least 3.5, that student has met the proficiency score. </div>	Grade	Domains	W-APT Score identifies student as an English learner	W-APT Score indicates student is NOT an EL	KG 1 st Semester	Listening & Speaking	27 or lower	28 or higher	KG 2 nd Semester or (1 st grader first semester)	Listening & Speaking	27 or lower	28 or higher	Reading	10 or lower	11 or higher			11 or lower	12 or higher	Site EL teacher or EL Coordinator
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5	Educational Services notified of LEP status <ul style="list-style-type: none"> • Email to EL Coordinator <ul style="list-style-type: none"> ○ Testing date, scores, service plan 	Site EL teacher or EL Coordinator																			

6	<p>Parents notified of LEP status</p> <ul style="list-style-type: none"> Mandatory Title III parent notification within 10 school days 	<p>EL Teacher or EL Coordinator (before October 1) EL Coordinator (after October1)</p>
7	<p>Site principal/secondary counselor and EL teacher arrange for placement and scheduling</p> <ul style="list-style-type: none"> Consistent with cluster model design in building Consistent with EL service model 	<p>Site principal/secondary counselor and EL teacher</p>
8	<p>MARSS coordinator notified of student status change</p>	<p>EL Coordinator</p>
9	<p>LEP designation is changed to LEP-YES in MARSS</p>	<p>MARSS coordinator</p>