

English Learners Program Planning Checklist

This checklist is completed by the EL Coordinator

EL Point of Contact

- The district's EL Coordinator is identified and aware of their role and responsibilities. The identification is documented in the Grants Management System and Directory

EL Identification

- The district includes the statewide [Home Language Survey](#) in the registration process, ensures one is completed by parents for EACH child enrolled and utilizes it as a tool in the identification process of ELs
- The district identifies all EL students that qualified for EL services in Infinite Campus
- The district utilizes the approved English language proficiency screener assessments for students in grades K-12 which currently include the KG W-APT, MODEL, and WIDA Screener.
- The district test administrator(s) are qualified according to state guidelines to administer the screener and annual ELP assessments
- The district provides full access to a free and appropriate education regardless of immigration status and does not require identification tools that provide insight to immigration status, such as proof of citizenship or social security numbers as a requirement for participation

Parent Notification

- Parents are notified (to the extent practicable, in a language/format they understand) of their child's EL identification results including the eight required components
- The parent notification occurs 30 days of the start of the school year or within two weeks of the enrollment during the year

EL Program Plan or Handbook (LAU Plan)

- The district has a local EL program plan or handbook describing the core EL program
- The district program plan describes how each school's program is based upon sound educational theory
- The district program plan describes how each school's program is adequately supported, with adequate and effective staff and resources, so that the program has a realistic chance of success
- The district program plan describes how each school's program is evaluated to ensure the program produces results showing that language barriers are actually being overcome within a reasonable amount of time

EL Program

- The district provides a high quality EL program incorporating research/evidence-based strategies and program mode
- Identified EL students are provided EL services by a highly effective EL teacher. To be qualified in South Dakota, a certified teacher must have an ENL endorsement
- The district provides adequate resources to implement its EL program effectively (EL staff, EL curriculum, EL materials and supplies)
- The district exit students from the EL program using the South Dakota state exit criteria
- The district monitors exited students for at least two years after the exit date

Language Acquisition Plan (LAP)

- All ELs in the district have an annually update LAP
- The LAP includes student English proficiency results, accommodations or modifications as applicable
- The LAP was created collectively by a team including the EL teacher, classroom teacher, administrator and parent

Other

- All students have an opportunity to actively engage in the entire curriculum offered by the district and no student is denied access to any course or activity because of his/her language or cultural background
- The district provides ELD instruction and special education services to EL students who qualify for such services
- The district includes EL students in gifted and talented programs without consideration of students' English proficiency when such programs do not require English proficiency
- The district used interpreters (as needed) who are qualified and have signed a privacy agreement