



## END OF THE YEAR REMINDERS

- All ELL students should have been tested with **WIDA ACCESS 2.0**
- **ACCESS 2.0 Scores** should be in sometime in June and we will copy them and forward to you; to then be mailed to parents and filed in their purple ESOL folder as evidence in case of audits.
- **Look up all your ELLs in your bldg.** in our **OneNote** or create a list using the advanced search in **EschoolPlus** (IT is very helpful instructing you how to do this. You can create a list of **LY or LF** students or both. It is not hard and keeps you on track.)
- Some counselors have put together an Excel Spreadsheet see possible headings below:
- **Last Name, First; Lang; Grade; DEUSS; IPT; ACCESS 2.0; ELL Status(LP/LY/LF/LZ); Plan Date; Parent Mtg.; Monitor; Monitor; FSA/FCAT** (or just follow list on folder).
- It helps to have the list handy and posted somewhere easily accessible so you can keep up with monitoring and when you should meet.
- Other counselors like to put in reminders in their calendars and they say that helps.
- As we come around and check ELL folders in student cumes, it is important to have the sheets filed in chronological order from the oldest to the most current on top. You can follow the checklist found on the front of the folder with **the top of the list on the bottom (Home Language Survey)** and the **most current schedule** stapled to **plan and MIS notification on top**.
- Remember, that ELL Committees consist of (and **no less than**) an **Administrator, Counselor, Teacher** and a parent if invited and they attend. The **first three MUST always sign the ELL Minutes** and Participation sheet (if you use one).
- If you have an **LF** and are monitoring, remember it must be done the first **9** weeks after they **EXIT** and then **18** weeks later and you **must printout evidence** such as a report card or interim and it should be stapled to monitoring sheet which would be on top of paperwork in folder.
- Also, as we receive the **ACCESS scores, FSA scores** and review ELL's progress at the beginning of the new school year, (based on May/June's records) we will exit using **end of the year's date as the exit date** and monitor in the first 9 weeks. Remember to **write the EXIT DATE on the front of ELL folder** and the **post monitoring dates also**. The last two dates should be one year after exiting and then two years would be the final one and when you need to send an MIS form to change the student's ELL status to an LZ.
- Please collect any electronic translators that your students borrowed and keep track of any headsets. Put them in a secure location until next school year or send them back to us through inner office correspondence. TY.
- At the beginning of the year, **search all your LPs** and make sure you test them within the two week period. We receive alerts when they are here for an extended time and not tested. We need to make sure they receive their accommodations ASAP.

- Know that we are waiting for budgeting and will try to make any supplemental program available to students during summer. Right now whomever has **Reading Eggs or Rosetta** or our new pilot program, **ImagineLearning** can hopefully keep it through July. I am waiting for feedback from schools to see which of these programs we will renew with once funding is available.
- Our **last Immigrant Field Trip** is on our last planning day (May 25) and we will take a school bus from Nease High School to UNF and JU and learn about college life with campus tours from their representatives. We will also visit MOSH on the way back as a treat. Please encourage any immigrant student you have to **contact Lindsey Page** for more information. We want to open up this opportunity to as many immigrant students as we can.

➤ **More Exciting NEWS!!**

The **Jacksonville Jaguars** have invited our ELLs to a summer day camp during the Jags training camp days. They are working out the details but would like to include as many of our ELLs as possible. Please stay tuned as they are creating a flyer as we speak and as soon as I have it, I will forward to you so you can invite your ELLs. (Hopefully, before the end of the year.) This is a grant funded opportunity for ELL/Hispanic students to give them an opportunity to acculturate and gain insight about the game of American football. Students will hopefully, be provided transportation, a t-shirt, activities at the stadium and food.

- Meanwhile, know that we at **Federal Programs** will be writing grants and working on your behalf to try to make things a little easier. We want to let you know how much we appreciate you and everything you do to help our ELLs.



- And, please

Respectfully,  
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