

2019-2020

Ensuring Compliance

Required Notification:

### **Notice to Parents of English Learners**

Ashley G. Anderson, Director of Title III

Jessica Wilson, ESOL Program Lead

Kimberly Williams, Title I Parent Involvement Specialist

### **PROCEDURE**

#### **English Learner students who have previously qualified for, and have received, ESOL services:**

- In May, students' ACCESS score report is reviewed to determine if continued placement in the ESOL program is warranted, or if they qualify to exit the program
- The data is reviewed, and **families are notified, by letter\* from the school's ESOL teacher, in a language they can understand, of the student's eligibility score, and whether the student will continue to be enrolled in the ESOL program in the upcoming school year, before the end of the school year**
- Full documentation is housed at PCSD Central Office in District Files and at each school with the ESOL teacher

#### **New English Learner students:**

- Central Registration notifies the ESOL Program Lead and receiving schools of potential English-learner students, as indicated in registration documents
- Within the first 30 days of school, or within 10 days of registration taking place during the school year, students take the WIDA screener to determine qualification for services
- The data is reviewed, and **families are notified by letter\* from the school's ESOL teacher, in a language they can understand, of the student's eligibility score, and whether the student qualifies to be enrolled in the ESOL program, within the first 30 days of school, or within 10 days of registration taking place during the school year**
- Full documentation is housed at PCSD Central Office in District Files and at each school with the ESOL teacher

\* <http://www.gadoe.org/School-Improvement/Federal-Programs/Partnerships/Pages/Parents-of-English-Learners.aspx>