

English Learners/Title III

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CONTACTS

External:	Contact:
HIDOE IT Help Desk - for technical questions regarding this specific School Information System (SIS)	O'ahu Schools Phone: (808) 564-6000 Neighbor Island Schools' phone: (808) 692-7250
WIDA Help Desk - anything related to WIDA assessments, certification, etc.	Phone: 1-866-276-7735 Email: help@wida.us
Charter Commission Office:	Contact:
Charter School EL/Title III Liaison - Crissi Doyle	Email: crissi.doyle@spcsc.hawaii.gov Phone: (808) 586-3883

DUE DATES AND FORMS

Task	Form	Instructions/process/guidance	Due Dates:
English Learner (EL) Plan	EL Plan Template	<ul style="list-style-type: none"> • Completing the EL Plan-written instructions • Video 	By the 3rd Friday in May
English Learner (EL) End of the Year School Report	End of Year EL Report Template	<ul style="list-style-type: none"> • Completing the End of Year Report-written instructions • Video 	By the 3rd Friday in May

OVERVIEW

Aloha e Colleagues,

You will find an EL timeline for the year on the following pages. Chunked in a month-to-month format, this timeline covers the basic requirements for English Learners in Hawai'i's Public Charter Schools. More detailed information about professional development opportunities, supplemental programs, Title III funding, etc. will be disseminated to schools by the Charter School Title III Liaison as well as through HIDOE memo and communications.

Your three (4) main sources of support will come from the following:

1. Charter School EL/Title III Liaison - Crissi Doyle (SY17-18- present) - chris.doyle@spscsc.hawaii.gov and/or (808) 586-3883.
2. [HIDOE Hawaii State EL Guidance Manual](#)
 - a. All administrators, EL Coordinators, Testing Coordinators, and teachers **should look at this document first** to find an extensive list of forms and instructions on how to effectively implement an EL program at your school.
3. WIDA Help Desk - to call for anything related to WIDA assessments, certification, etc. 1-866-276-7735.
4. HIDOE IT Help Desk - for technical questions regarding this specific School Information System (SIS). O'ahu Schools - (808) 564-6000 Neighbor Island Schools - (808) 692-7250.

Finally, the former Department of Education Superintendent, Dr. Kristina Kishimoto has emphasized the importance of schools creating and implementing effective EL programs to support student growth towards English language proficiency. Taken from the EL Manual, Dr.

Kishimoto describes the mission schools have in moving forward to help close the achievement gap with this specific demographic and the positive impacts reaching that goal will have for students and schools alike.

“Moving forward, we are focused on strengthening our statewide EL Program to support HIDOE’s mission by providing a standards-based education through supplementary instructional and acculturation activities. Students identified as EL must be encouraged to continue developing their home language while learning English, which provides benefits such as gaining content knowledge in familiar languages, a greater proficiency in multiple languages and an affirmation of student identity.”

The Charter School Commission’s Office Staff are available at any time for questions, feedback, and support. Mahalo!

GENERAL CHARTER SCHOOL TIMELINE

July

- Schools should have designated an official EL Coordinator at their school and reported that information to the Charter School Commission Office EL/Title III Liaison.
- Schools should be checking communication for potential professional development opportunities offered by the State and Commission.
- Registrars should ensure that all student data put into the SIS is accurate and done with fidelity.
- School personnel reporting on EL students should be signed up for ECSSS.
- EL Coordinators should check their WIDA website logins and begin the online approval process to administer the Screener and W-APT assessments to potential EL students at the start of school.

August

- Schools will need to submit their Comprehensive EL Plan to Epicenter by the last Friday in August.
- New EL personnel who need assistance in setting up their WIDA accounts should contact the Charter School EL/Title III Liaison.
- All personnel who will be administering the W-APT and/or Screener assessment need to be certified on the WIDA site (www.wida.us) *before* administering those tests to students.
- EL Coordinators will need to utilize ECSSS to check on a schools potential EL students (status K); these students will need to:
 - Be tested using the W-APT Screener - Kinder and 1st semester 1st grade students
 - Screener (online is recommended) will be administered to all potential EL students in grades 2 and higher (Note: 1st grade students in the 2nd semester also receive the Screener assessment).

- All returning EL students (Active J status), new EL students who tested as Limited English Proficient (LEP) or Non-English Proficient (NEP) on their W-APT or Screener, as well as students who are exiting at as English Language Proficient (ELP) are required to have Parent Letters sent home informing parents and/or guardians of their child's status.
 - Parent Letters can be accessed and printed via ECSSS
- If a school is implementing an Extended Learning Opportunity (ELO) for EL students and would like to request Title III funds to do so, the EL Coordinator may contact the Charter School EL/Title III Liaison at this time.
 - Examples of ELO supplemental resources include Imagine Learning, Rosetta Stone, etc.
 - Be sure to include this request on the schools Comprehensive EL Plan due on the last Friday of August.

September

- Schools should be finishing up W-APT and Screener assessments for all potential EL (status K) students.
 - Per EL requirements, schools have 30 days (consecutive) from the first day of school to administer the W-APT and/or Screener assessment.
 - During the school year, schools have 14 days (consecutive) days from the date the student first attends class.
 - Parent Notification letters (accessed and printed from ECSSS) will need to go home after students results are finalized.
- Schools should be continuously monitoring ECSSS for their Potential K count.
- New EL Coordinators and Test Coordinators should begin scheduling dates for training for the ACCESS assessment which is administered annually in January-February.
 - Training dates from the DOE Assessment Branch will be disseminated to charter schools through the Charter EL/Title III Liaison.

October

- Schools should continuously monitor student information for new students for language status. If a potential (K) EL student starts classes they need to have the W-APT or Screener Test given to them within 14 days of their first day at school. (ongoing throughout the year)
- EL Coordinators and Test Coordinators should be scheduled for training on the ACCESS test.

November

- Schools should continuously monitor student information for new students for language status. If a potential (K) EL student starts classes they need to have the W-APT or Screener Test given to them within 14 days of their first day at school (ongoing throughout the year).
- ACCESS and new EL Coordinator trainings will begin.

December

- Schools should continuously monitor student information for new students for language status. If a potential (K) EL student starts classes they need to have the W-APT or Screener Test given to them within 14 days of their first day at school (ongoing throughout the year).
- Testing Coordinators should make sure all devices for the ACCESS Test have the latest updates per WIDA recommendations which will be sent out from the Charter School EL/Title III Liaison as well be included in the WIDA newsletter from WIDA.
- Schools need to send a list of any EL student(s) who will need accommodations to take the ACCESS Assessment the Charter School EL/Title III Liaison (form accessed through email or DOE EL Guidance Manual).

January

- Schools will receive ACCESS testing materials in a yellow box from WIDA. DO NOT throw away the box. It will be needed to return your tests and any unused materials.
- ACCESS testing will start mid-January and run through the end of February.
- WIDA Help Desk number is 1-866-276-7735. Any questions regarding the test, materials, etc. can be directed to this number.
- Other questions or support can be sent to the Charter School EL/Title III Liaison.

February

- ACCESS testing will continue until the end of February
- All test materials and assessments need to be packed up in WIDA box (yellow) and sent back to WIDA. (Instructions will be sent by Charter School EL/Title III Liaison as well as WIDA and are also located on the box).

March

- Possible EL professional development opportunities

April

- Schools will be notified about EL End of the Year report
- WIDA ACCESS scores should be reported back to schools by the end of the month

May

- Schools will need to complete the End of the Year report by the 3rd Friday in May and submit to Epicenter.
- Schools should notify the Charter School EL/Title III Liaison about any changes in EL Coordinator roles for the following school year.

June

- Look for notifications for EL/Title III regarding the upcoming school year.

OTHER INFORMATION RESOURCES

EL Annual Checklist	EL Yearly Checklist
In partnership with Hawaii P-20, through the Asian American and Pacific Islander (AAPI) Data Disaggregation Grant, the English Learner (EL) Data Story is now available. It showcases Hawaii's EL students, their high school and college outcomes, and key supports that help them succeed.	Hawaii Data Exchange Partnership
COVID 19 Related Resources for English Learners and tRELATED RESOURCES FOR ENGLISH LEARNERS AND THEIR FAMILIES	
DOE's Office of Student Support Services	<ul style="list-style-type: none"> • English Learner Guidance Manual
Hawaii State Specific ELP Assessment Manual	Link
Charter Contract Section 6.9 English Language Learners/English Learners	The School shall provide services to students who are English Learners in compliance with all applicable federal and state laws, regulations, rules, court orders, policies, procedures, and guidance, to ensure linguistic accessibility to the School's educational program. Should the HIDOE continue to provide the Commission funding to administer this technical assistance, the Commission shall provide the School such technical assistance. The School shall also assist Immigrant Children and Youth, as defined in Section 3301(6), Title III, Elementary and Secondary Education Act, in meeting the State academic content and student academic achievement standards that all public school students are expected to meet.
In partnership with Hawaii P-20, through the Asian American and Pacific Islander (AAPI) Data Disaggregation Grant, the English Learner (EL) Data Story is now available. It showcases Hawaii's EL students, their high	Hawaii Data Exchange Partnership

school and college outcomes, and key supports that help them succeed.	
WIDA website	<ul style="list-style-type: none">• Hawaii State page• Hawaii ELP Assessment Manual