



ENGLISH LEARNER CHECKLIST FOR DISTRICTS

Last Reviewed: August 2025

English Learner Checklist for Districts

Annual To-Do List

Fall	☐ The approved <u>Home Language Survey</u> is given to every student at the time of enrollment. ☐ District screens potential English Learners (ELs) within 30 days of enrollment using an approved WIDA screener. ☐ Newly identified students and transfer students are marked correctly in EDUCATE (IC) (See: <u>EL Tool Guide for EDUCATE (IC)</u>). ☐ Parents/Guardians of newly identified ELs are notified with an <u>EL Placement Letter</u> within 30 days of enrollment. ☐ Create an EL team to develop language instruction educational program (LIEP) and determine English learner instructional support. ☐ All ELs should be marked in EDUCATE (IC) with the primary home language and/or language of impact in accordance with screening and identification guidelines.
Winter	☐ All identified ELs are administered the WIDA ACCESS during the testing window: January 5, 2026 – March 6, 2026.
Spring	☐ Parents/Guardians are invited to the annual EL review meeting. ☐ WIDA ACCESS results are received by/in spring. Score reports are sent home to parents/guardians. ☐ ELs are retained in or exited from their program based on Montana proficiency criteria (Composite score of 4.7 or higher). ☐ EL team meets to evaluate and make any necessary changes to LIEP/instructional support for the next school year.
Summer	☐ EDUCATE (IC) for students who have been exited from their EL program by June 30th. (See: <u>EL Tool Guide for EDUCATE (IC)</u>)

Non-Negotiables of Identification

- Home Language Survey must be given to all students who enroll in the district.
- Only approved WIDA screeners may be used for assessment.
- Identification must be based on Montana's proficiency criteria.

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