

ESOL Information

Administrators,

Below is information based on our conversations on July 22 during my session.

Also attached is the information that will be presented to ESL staff on August 11th. The agenda covers the basic information on our “compliance” priority. The next page covers the aspects of the portfolio that they will be required to keep this year. This portfolio is for me to monitor; you all have enough to monitor, but you can, and should, be part of the conversation with them in the creation of certain parts.

If you need for me to explain anything please feel free to reach out to me. Thank you again and I look forward to continuing to work with all of you this year.

1. Duty day for aides: it is a 7 ½ hour duty day; two 15 minute breaks, and a 30 minute lunch.
2. Secondary PL: I gave a date of September 12th, but it is actually September 7th.
3. Secondary ESL staff that have traditionally come to our department’s professional learning will continue to do so this school year.
4. Form to sign if a parent refuses Newcomers Center: we will not create a form for this; just simply note on the questionnaire that the parent was not interested in the Newcomers Center, and place the information in the student’s blue ESOL folder.
5. ILPs: KSDE has stated that we will receive the results of the ELPA in late September. Due to this, this year’s ILPs will be created once we have the results; so the original September 20 deadline is not critical. ESL staff however will be advised to continue with the current ILP, and create an ILP for any new student based on their KELPA-P level.