

Ellevation Training
Then/Now

New Student
Administer IPT Test
Complete Initial Language Classification Form

THEN (ELLSEP FOLDER)	NOW (ELL FOLDER & PLAN)
• Create ELLSEP folder (handwrite all information) • Programmatic Assessment • Print Schedule, Date & Sign • Create Parent Notification Letter • Create Accommodation Form • Create Flexible Setting Letter • IMT/IMS: Enter information on TERMS	• IMT/IMS: Enter information on TERMS • Create ELL Folder for all hardcopy documents • Programmatic Assessment Next day • Verify ELL Plan • Generate/file ELL Plan • Generate Parent Notification Letter • Create Flexible Setting Letter (if applicable)

Annual Review

Students entering year 2 and 3 of the ESOL program
Conducted on or 30 days prior to the anniversary date

THEN (ELLSEP FOLDER)	NOW (ELL FOLDER & PLAN)
• Run and sort report on DWH • Review student data • Update ELLSEP folder • Create Parent Notification Letter • IMT/IMS: Update PLAN Date in TERMS	• Filter report in Ellevation • Review student data • IMT/IMS: Update PLAN Date in TERMS Next day • Generate/file ELL Plan • Generate Parent Notification Letter

REEVAL (Extension of Services)

Students entering year 4, 5, 6 and beyond
Conducted on or 30 days prior to the anniversary date

THEN (ELLSEP FOLDER)	NOW (ELL FOLDER & PLAN)
• Run and sort report on DWH • Analyze data (Prior to Oct 1st) • Assess on IPT (After Oct 1st) • IMT/IMS: Enter test information in TERMS • Schedule ELL Committee Meeting • Create Parent Invitation Letter • Convene ELL Committee Meeting • Document recommendation and 2 of the 5 State approved criteria • Participant signatures • Create Parent Notification Letter for Continuation or Exiting • IMT/IMS: Enter information in TERMS • REEVAL Date • PLAN Date	• Filter report in Ellevation • Analyze data (Prior to Oct 1st) • Assess on IPT (After Oct 1st) • IMT/IMS: Enter test information in TERMS • Schedule ELL Committee Meeting • Create Parent Invitation Letter • Convene ELL Committee Meeting ○ Finalize and print Student Meeting Report for signatures ○ Generate Parent Notification Letter for Continuation or Exiting • IMT/IMS: Enter final information in TERMS ○ REEVAL Date ○ PLAN Date Next Day • Generate/file ELL Plan

Ellevation Training Then/Now

Exiting the Program (via State Criteria)

THEN (ELLSEP FOLDER)	NOW (ELL FOLDER & PLAN)
• Run and sort report on DWH • Analyze data for exit criteria • IMT/IMS: Enter information on TERMS • Enter Basis of Exit on TERMS • Complete back of ELLSEP • Create Parent Notification for Exiting • Monitor for 2 years	• Filter report in Ellevation • IMT/IMS: Enter information on TERMS ◦ Enter Basis of Exit on TERMS • Generate/file ELL Plan • Generate Parent Notification of Exit • Monitor for 2 years

Exiting the Program (ELL Committee Meeting)

THEN (ELLSEP FOLDER)	NOW (ELL FOLDER & PLAN)
• Schedule ELL Committee Meeting • Create Parent Invitation Letter • Convene ELL Committee Meeting ◦ Document recommendation and 2 of the 5 State approved criteria ◦ Participant signatures • Create Parent Notification Letter for Continuation or Exiting • IMT/IMS: Enter information in TERMS ◦ EXIT Date ◦ PLAN Date • Monitor for 2 years	• Schedule ELL Committee Meeting • Create Parent Invitation Letter • Convene ELL Committee Meeting ◦ Finalize and print Meeting for signatures ◦ Generate Parent Notification Letter for Continuation or Exiting • IMT/IMS: Enter final information in TERMS ◦ EXIT Date ◦ PLAN Date Next Day • Generate/file ELL Plan • Monitor for 2 years

Monitoring Students

THEN (ELLSEP FOLDER)	NOW (ELL FOLDER & PLAN)
• Gather feedback from teachers, review report cards, test scores • Document progress on ELLSEP folder • Monitor for 2 years	• Gather feedback from teachers, review report cards, test scores • Acknowledge progress in ELlevation • Monitor for 2 years