Serving English Language Learners
A Step-by-Step Guide
2012-2013

Home Language Survey
Every child enrolled in Kansas schools is to be given a Home Language Survey. If a language other than English is provided as one of the answers on the survey, the student is to be assessed for English language proficiency.

English Language Proficiency Assessment
Approved English proficiency assessments for students in grades K-12 are the LAS-Links, IPT, LPTS, and the KELPA-P. Students scoring less than fluent on any of the domains of the assessment given are eligible for English for Speakers of Other Languages (ESOL) support services. The Pre-LAS or the Pre-IPT may be used to assess the English proficiency of Pre-K students.

Parent Notification Letter for Title III
Parents are to be notified (to the extent practicable, in a language that they understand) that their child qualifies for ESOL services within 30 days of the start of the school year. If a student enrolls after the start of the year, notification must be sent within two weeks of the student's enrollment.

Placement in ESOL Services
Eligible students must be offered ESOL services with an ESL (English as a Second Language) endorsed teacher. Service types include pull-out, bilingual, dual language, push-in, ESL class period, and Modified instruction. Other types of services may be offered in some districts. Please see the ESOL website (address below) for further information.

Enter Student on KIDS System
Students must be entered on the KIDS system in order for the district to receive proper funding and a KELPA assessment for that child. Funding is determined using the ENRL collection. KELPA assessments are sent to districts using the information on the TEST record collection. More information on the KIDS system can be found at http://www.ksde.org/Default.aspx?alias=www.ksde.org/kids

KELPA in the Spring
All English Language Learners (ELLs) in grades K-12 will be given the Kansas English Language Proficiency Assessment (KELPA) in the spring. The KELPA measures progress in attaining English proficiency.

Individual Learning Plan (ILP)
All ELLs will have an Individual Learning Plan (ILP). This plan documents how the student scored on the proficiency assessment and lays out steps for ensuring the student is making progress throughout the year in attaining English proficiency. KELPA scores will be recorded on the plan at the end of the year. The plan also lists any accommodations or special needs that the student requires.

Revisit ILP Goals
Revisit the ILP throughout the school year and especially after receiving KELPA scores to determine whether the student is on track for making progress in English proficiency and whether changes need to be made.

Professional Development
Take advantage of any professional development offered by the Kansas State Department of Education (KSDE) or other organizations on ELLs or cultural awareness. The ELL population is a diverse group that is growing and changing quickly and it is important to stay informed of the latest research, information and methods of instruction.

Federal and State Funding
State and federal funding is available to help serve ELLs. State funding is determined using a weighted formula of the base state aid per pupil and number of minutes of ESOL instruction a student receives with an ESL endorsed teacher. Federal funding is determined based on the amount allocated to the State and the number of ELLs a district serves.

ESOL Website at KSDE
Please visit the ESOL website at KSDE at http://www.ksde.org/Default.aspx?tabid=350 for updates, forms and information on serving ELLs.

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