Identification of English Learners

Home Language Survey from the Student Enrollment Form (JBC-5)

The purpose of this section is to describe the process for identifying and educating national origin minority students in grades K-12 who have a primary or home language other than English (PHLOTE) and are ELs.

Under federal law, schools must identify all PHLOTE students and then screen eligible students for language assistance. Cobb County utilizes the JBC-5 for all newly enrolled students.

HOME LANGUAGE SURVEY (Required prior to enrollment-State Board of Education Rule 160-4-5-.02) Used for screening and determination of eligibility for Language Assistance Program – ESOL.

1. Which language does your child best understand and speak?

2. Which language does your child most frequently speak at home?

3. Which language do adults in your home most frequently use when speaking with your child?

For more information, please visit the Title III Department of Education and the U.S. Department of Education OCR websites.
Eligibility Criteria

WIDA Screener

2nd Semester First Grade through 2nd Semester Twelfth Grade

1. **Administer the Home Language Survey to Determine Student’s Language Influence**

   - If **all three** responses are “English”, then **STOP! DO NOT SCREEN.**
   - If **one or more** responses indicate a language other than English, administer WIDA Screener

   - If the student’s Grade Level Adjusted Overall Composite Score is < 5.0, the student **requires** language support services.
   - If the student’s Grade Level Adjusted Overall Composite Score is ≥ 5.0, the student **does not qualify** for language support services.

If the answer to any of the questions indicates a language other than “English”, the student is a PHLOTE student and must then be screened for eligibility for language assistance services.

Additionally, if a parent indicates two languages for a question, schools must enter the language other than English. *For example, if a JBC-5 indicates “English/another language” OR*
"English and another language," we must enter the language other than English for the question.

- Note: If students have been identified as eligible for ESOL services prior to the beginning of the school year, Title III law requires parental notification within 30 days after the beginning of the school year.

- Once the school year is underway, the window for identification, screening and parental notification of eligibility is within two weeks of a child being placed in the language support program.

It is the expectation of GaDOE ESOL & Title III that students will be assessed as soon as logistically possible within the appropriate time frames.

See the GA DOE Title III Resource Guide for more information.
Local School Responsibility to Enroll Students

If students mark a language other than English (even as "English/another language") on the enrollment form, then the students must be screened for ESOL services and the language other than English should be marked on the appropriate line in CSIS. Please note that the default in CSIS is English.

For middle and high school, students should be referred to the ESOL Student Intake for eligibility. For elementary, the local lead will ensure the tests are completed.

Schools cannot make judgement calls based on prior grades, birth country, or time in the U.S. If the registration form has indicated a language other than English, we must test for eligibility.

Exceptions:

*If a student transfers from another district within the United States and there are official records to support the student’s ESOL eligibility and services within the past year, the school may accept the records and place the child accordingly in ESOL. Please include all scores and appropriate documentation on the IR sent to ESOL Department.
*If a student has provided appropriate paperwork indicating that he/she has exited an ESOL program OR completed the two year monitoring program, then Cobb will classify the student as EL-1, EL-2, EL-3, EL-4 OR ESOL-Finished.

*(The ESOL Department must be notified, and an Initial Referral must be completed to code the students accordingly in CSIS).

Local schools must contact ESOL staff to ensure that students are coded correctly in CSIS. Additionally, Initial Referrals must be completed for ALL newly enrolled students in Cobb receiving ESOL services.

If there is no record available or records cannot be obtained within the time frames described above, it will be necessary for the school to ensure that it meets the appropriate deadlines for identification and screening of students. Please contact the ESOL District Office if you have additional questions or concerns.

Please keep in mind that no student can be denied enrollment due to lack of English, student records, or the inability to obtain an appointment with the ESOL Department Intake at the IWC prior starting school.

In addition, please keep in mind that CSIS defaults to English for the languages and USA for birth county.

Students DO NOT need to come to the ESOL Department for intake prior to enrolling.

For students outside of the US who mark English only the JBC-5, there is no need to take a language test. However, transcripts must be evaluated by the International Student Advisers.

Adapted from the Georgia Department of Education Title III / ESOL Resource Guide and The Office of English Language Acquisition from the Department of Education.

For appointments for new students, we suggest that the parents call student intake at 678-331-3134 to make their own appointments. Please do not send families to the IWC prior to making an appointment.

Please advise parents to bring all needed documents, such as previous transcripts, proof of residency, and proof of age.
Parent Information

Please give the following documents to parents for their Middle or High School students for intake at the IWC.
Page one is for the parents. Page two is for the local school. Should you have questions or concerns, please call the IWC at 678-331-3134.

<table>
<thead>
<tr>
<th>IWC information - English</th>
<th>IWC information - Spanish</th>
<th>IWC information - Portuguese</th>
</tr>
</thead>
<tbody>
<tr>
<td>IWC information - Chinese</td>
<td>IWC information - French</td>
<td>IWC information - Vietnamese</td>
</tr>
</tbody>
</table>
Testing for Eligibility

Administration of the W-APT for Kindergarten students

For more information, please see the Title III Resource Guide

Note: A Score Calculator for the W-APT is available on the WIDA website at https://www.wida.us/assessment/w-apt/ScoreCalculator.aspx

Please Note: There is no certification quiz for the K W-APT

Test administrators who have participated in test administration training for the ACCESS for
ELLs will be well qualified to administer the K W-APT

See https://www.wida.us/assessment/w-apt/#prep

Scoring details can be found in the W-APT Test Administration Manual and on the scoring sheets.
Consistent with WIDA test administration guidelines, the procedures from 2nd semester prekindergarten through 1st semester kindergarten are as follows:

Administer the Listening and Speaking portions of the Kindergarten W-APT and note the combined Listening and Speaking Raw Score.

- If the student’s combined Listening and Speaking Raw Score is ≥ 29, the student meets the minimum criteria for English language proficiency and is not eligible for language support services.

- If the combined Listening and Speaking Raw Score is ≤ 28, then the student qualifies for language assistance services.

Once the student is eligible or ineligible, we do not screen again.

For kinders beginning in second semester who were not enrolled in first semester, then administer the four domains.

Consistent with WIDA test administration guidelines, the procedures from 2nd semester kindergarten through 1st semester first grade are as follows:

Administer all four components of the Kindergarten W-APT.

If the following is true:

1. Listening and Speaking raw score is ≥ 29, and,
2. the Reading score is ≥ 11, and,
3. the Writing score is ≥ 12, then

the student does not qualify for language support services.

If not all three criteria are met, the student requires language support services.
If the student is eligible based on listening and speaking scores, then mark eligible and we do not test in spring.

Teacher certification for teachers to administer WIDA Screener

Please login to WIDA website to complete the online trainings.

If you need a login, please contact Kris Freshour in the Office of Assessment. For more information about WIDA Screener, please see the WIDA website.

Administration of the WIDA Screener to Students in Grades 1-12

The instructions as to the appropriate grade cluster screener to be administered to students in grades 1-12 are outlined in the WIDA website.

For all students tested for eligibility (local school ESOL teacher):
1. Complete an Initial Referral Form for the students* and include the number of segments the student will be receiving.
2. Complete and send to parents a Parent Notification of Services
3. Send to the IWC stapled in order the following documentation:
   1. Initial Referral Form completed with all information
   2. W-APT or Screener Testing score page

*For students not eligible for ESOL instruction, mark Ineligible and send Referral Form to the ESOL Department at the Oakwood campus for proper coding in CSIS.

Adapted from the Georgia Department of Education Title III / ESOL Resource Guide

Students enrolling in Elementary School will be tested at the local school by ESOL Teachers. Students enrolling in Middle or High School will be tested at the International Welcome Center at 1560 Joyner Avenue, Marietta, GA 30060 @ 678-331-3134.

For information on the International Welcome Center (IWC), please visit Cobb's IWC webpage.