

**CESA 2 School District ELL Coordinators
2009-2010 General Timeline English Language Learners (ELL)***

When	What or Who	Details
August	Registration School District Registration ELL Paraprofessionals Home Language Survey Classroom Teachers W-APT™ or Kindergarten W-APT™ Test	Schedule appointments with new ELL families. Assist parents if need be – arrange for interpreter if necessary. Meet with paraprofessionals to discuss testing windows general support of assessments. Revise as necessary. Update on Language Proficiency Levels regarding ELLs. Within 30 days of enrollment, conduct test with newly enrolled ELL students.
September	W-APT™ Test WKCE Test Accommodations District WKCE Parent Letter Parent Notification Classroom Teachers ISES or SASI Contact	Within 30 days of enrollment, conduct test with newly enrolled ELL students. Determine the need for accommodations. (See DPI for specific information) Translate the district letter that is sent to all students. (Provide in appropriate language) Within 30 days notify of enrollment/ELP Testing notify parents regarding ELL services that will be provided. (Work with classroom teachers) Provide ongoing support and updates for those how have ELLs in their classroom. Coordinate to ensure that last year's ACCESS test data is included. Determine the total number of districts ELLs.
October	WKCE Accommodations WKCE Test Window Opens ACCESS FOR ELLS® ACCESS FOR ELLS® Kindergarten W-APT™ Test	Arrange accommodations for an ELL student taking the test. WKCE Administration. Check in with classroom teachers regarding test accommodations. Order labels and test booklets at www.metritech.com Register all test administrators for ACCESS to ELL® certification if not previously certified in prior years. Test administrators do not need to re-certify annually. Training is offered through CESA 2 or through WIDA Web Site. www.wida.us
November	WKCE Administration-Test Window For WKCE Closes	Create a schedule for possibly December, and or January for speaking portions of the assessment. The speaking test is up to approximately 15 minutes and is individually administered. Metritech mails ACCESS for ELLs® to school districts
December	ACCESS for ELL®-Test Window Opens	Schedule the speaking portion of the tests. The speaking test is up to approximately 15 minutes and is individually administered.
January	ACCESS for ELL Testing® Classroom Teachers	Continue testing. Speaking portion of the test. Updates regarding ELLS proficiency levels, ACCESS reports, individual learning plan. Check in with middle school and high school teachers whose classes may have changed at semester.

When	What or Who	Details
February	ACCESS for ELL®-Test Window Closes	Package test booklets for return to Metritech
	WKCE Reports	Individual Reports Are Mailed to School Districts Parents Are Notified.
March	Summer School	Recommendations for support and registration.
April	Placement Discussions	Begin discussion about classroom placement and cluster grouping for the next school year with classroom teachers.
	ACCESS for ELL®	Correction window for demographic accuracy.
May	ACCESS for ELL® Testing Parents ACCESS for ELL®	Review results and data. Send results to parents. Offer interpretation if necessary. Schedule parent teacher conferences if warranted.
	Placement Discussions Finalized	With classroom teacher determine placement and cluster grouping. Contact the upcoming teacher's and review ACCESS data and programming with teacher.
Local school district notes – Include process improvements for the next year.		
CESA 2 Notes – What professional development trainings did I attend? What professional developments should I request from CESA 2 for next year?		
<p>*For ongoing and specific timeline go to http://www.wida.us/states/wisconsin.aspx and http://www.dpi.wi.gov</p>		