

## ELL Year at a Glance To Do List

### September: New Referrals, Initial Assessments, Designations

- Compare your list of ELL students with Ministry 1701 list. Ensure all new students have referral forms and are on the 1701 list by the end of September
- Assess all **newly referred** students to determine language levels
- Create yellow files for all **newly referred** students. Each file must contain referral form, Initial Assessments and newly created AIP
- Letter home to parents of **ALL ELL students**
- Set up a schedule of service (no last names)
- **ALL ELL students must see the ELL teacher by the end of September.**

### October - June

- Log consultation/service
- Work with teachers and ELL students on AIP goals and literacy supports
- Formatively Assess/Observe student progress
- Collect samples showing progress

### January/February

- First ELL supplemental report. This report is based on the student's progress with language acquisition and their AIP goals A copy goes home to parents and a copy goes into the yellow file
- Provide the ELL Coordinator with a projection for ELL numbers (budget time)

### April/May : Yearly Assessment for ALL ELL students

- Yearly assessment for all students for program planning and AIP development for next year

## **June: Second Report and Final AIP adjustments**

- Second ELL supplemental report goes home to parents. Include a copy in the yellow file.
- EXIT any students who have received 5 years of service or for proficiency. Complete an EXIT form and add to the yellow folder. The folder will now be placed in the main student file. (Write EXITED in big black marker and include years remaining if applicable).

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*The Ministry of Education provides funding for the ESL/ESD programs provided that these requirements are met. In addition to these conditions Specialists are also required to meet with or provide information to classroom teachers and parents during each reporting period.*