

Elementary & Middle ELL Specialist Checklist September - June

September

- Have a plan for your ELLs for the first day of school.
- Review your list of returning ELL 1701 students and add any new students. Create an ELL file for the student and include annual assessments, writing samples (one dated before Sept 29th), classroom adaptations etc. (You can add a copy of the AIP to the main file in Oct)
- Complete any outstanding English language assessments.
- Send out a notification letter of ELL service to parents of ELL 1701s. Try to send out in June or the first or second week of September.
- Finalize your list and give to your MyEd secretary. She will print out and you will sign off on it. You can consult with the teacher when necessary and make the final decision of who is on the list and will receive service (some schools have admin involved in the decision). WC does not have to review it.
- ELLs who are 5+ will not go on the ELL 1701. There will be a different code for these students (23000). You can still provide ELL support if needed.
- Provide relevant information to the classroom teachers about your ELL 1701 students (and ELL Internationals).
- Provide information to your staff regarding ELL at the first meeting if possible.
- Work with the teachers to decide appropriate adaptations and get teacher signatures. Put a copy of the adaptation checklist in your ELL files for ELL 1701s.
- Complete the AIP and make active for ELL 1701s (not International students) on or before September 29th.
- Support, track and document all weekly contact with ELL 1701s. You do not have to document support for the International students. Have ongoing communication with teachers.
- Consider attending the October BCTESOL ELL Conference.
- Please review the Policy Guidelines for English Language Learning.
- Print the completed AIP and add it to the main student file in the office. **(October)**

November to April

- Assist teachers with expectations for ELL Reporting. They will make their own comment for their ELL student. They can also refer to the new *Reporting Guidelines* (<https://www.assessment.sd23.bc.ca/>).
- The ELL specialist will report on progress in English language acquisition for all ELL 1701s and for all reporting periods.
- Review the AIP at reporting periods and select the "Review" button on the AIP whenever you add any goals or strategies.

April & May

- Completed spring reassessments for all returning students.
- The new scores will be added to the draft AIP for the next year. Do not change the current year scores. Send new overall scores to Welcome Centre in an excel.

June

- Do a final review for current AIPs and add a note in the comments for those students who will not continue with ELL service.
- Copy forward the current AIP which will become a draft for next year for continuing ELL 1701s. (do not just change the year). Add new assessment scores, goals, and strategies etc.
- For transitioning students, if possible, contact the destination school's ELL teacher, and share relevant information. They will need the formal assessment (add to main file).
- Send out parent letters of notification for ELL1701s who will receive service.
- Start a tentative ELL 1701 list for Sept so you have something to start with.