Year End ELL Case Manager Checklist

ELL Spring Assessments and AIPs

Additional Information

What do I have to do to complete work on current year AIPs?

☐ *Complete a final term report insert reporting on the progress of the AIP goals*

☐☐☐☐ *Record any additional teacher consultations from the final term in the AIP app.*

*If there is no physical AIP in the student file from this past September, print off the final AIP main page and place it in the main student file. This step should be done by September 30 each year after AIP is completed with teacher adaptations, consultations and service schedule.

Do I have to do language assessments on this year's ELL students to wrap up the CURRENT YEAR AIP file if they are not eligible for funding or they will be exited from service for the next school year?

No. If a student will not be claimed for funding NEXT YEAR:

- *due to their language proficiency being at a level where they do not demonstrate a need for support OR*
- *they have reached a maximum of five years of funded service in the current school year*
- *You know for certain they are leaving the district*

You do not need to reassess other than what you would do to inform your third term report insert. ***Do NOT level student assessments again on the ELL Performance standards for the CURRENT YEAR AIP.***

What if a student no longer needs service and still has years of funding available? Students are eligible for 5 years of

funding. *Do not claim a student if they are achieving above grade level.*

*There is a selection at the top of the AIP that states,"**Student no longer requires support."** This will print on AIP and functions as a signal to ELL teachers not to claim in future years:*

Select "no longer requires support" print highlight date place in the main student file.

Do not claim non-verbal low incidence students unless you check with Denise.

What if a student still needs ELL service and has had 5 years of funding?

*Any students you have identified who still need English language support **must continue to be supported**, but the requirements of developing an AIP and related documentation are not necessary.*

If I have completed language assessments this spring on CURRENT ELL students whom are still eligible for funding NEXT YEAR, do I have to do another assessment prior to September 30th in the NEXT SCHOOL YEAR?

No. The 1701 compliance document states that an annual assessment of language proficiency must be completed and dated after September 30th of the previous school year or before September 30 of the current school year.

You can and should assess language proficiency now for NEXT YEAR AIPs using the ELL Performance Standards found in the ELL AIP

Should I begin NEXT YEAR AIPs now for ELL students who will be eligible for funding in their next school year?

ELL Spring Assessments and AIP Documentation

***Yes, you must.** We have a district process that requires you to gather your assessments, level ELL students on the Standards, and develop AIP goals.*

Obtain a reading and writing assessment and a formal or informal oral assessment between now and the end of the school year.
ELL students who are 'above' or 'meeting' in a language area will not need assessment and goals in that area.
Select leveled goals within the AIP that correlate with the identified levels of support needed for reading, writing and oral language.

How do I upload the assessments into the AIPs?
You can scan and use the upload from your computer, OR you can open the AIP app on your iphone or Ipad .https://ellaip.sd61.bc.ca/ELL

1. *Go to section H. Documentation.*
2. *Click choose file - take Photo or Video and upload an image of the assessment, sample or/and record an oral language sample.*

This provides easy documentation that will travel with the student as they transition to new schools within our district.

What do I do with the physical copies of the annual assessments?
Once you have uploaded the assessment in the AIP, ELL case managers must keep student assessments in a binder for one school year.
Label the binder- **ELL ASSESSMENTS (CURRENT YEAR DATES)**
This is a very important step to find assessments done in the previous year which may be needed as evidence for an audit.

Is there anything else I need to keep or be aware of?
The remaining parts of the AIP app can be completed in the fall including:
1. *Service Delivery Model*
2. *Support and Adaptations*

ELL Spring Assessments and AIP Documentation

3. Service Schedule

4. Teacher Consultations

In the event of an audit, if all areas of the AIP app are completed, we are covered.

Auditors may choose to talk to teachers or EAs about the adaptations provided in class.