



### **English Language Learners Enrollment Audit**

The purpose of the ELL enrollment audit is to verify the status of newly identified English Language Learners (ELLs) who do not have a qualifying ACCESS for ELLs score. This will be used to inform which students will receive Uniform Per Student Funding Formula (UPSFF) funding. The data collected from the enrollment audit are also used to populate the ED Facts data submission to the federal government each year.

## Objectives

In this session, we will:

- **discuss the process** for this year's ELL enrollment audit;
- **explain the process** of submitting required ELL enrollment documents; and
- **provide information** on OSSE's ELL enrollment validation and appeal process.

# Overview

## *What is the ELL enrollment audit process?*



OSSE 2022 English Language Learner (ELL) Enrollment Audit

# Submission Process





Submission Process

## What are required documents?

### Assessment Report

Grade Level	Assessment Tool	Description	Acceptable Reference
Head Start - Pre-K	Pre-IDEA Oral Language Proficiency Test (Pre-IPT)	The Pre-IPT Oral English Test is designed for preschool children who are not used to being read. It is designed to be used in the initial assessment of 3-, 4-, and 5-year-old children, Limited or Non-Long on Speaking.	Pre-IPT Oral Test Booklet Cover Page
Pre-K-K	Kindergarten WIDA-ACCESS Placement Test (K-WPAT)	The Kindergarten WAPA (K-WPAT) is a valid and reliable measure across the full range of WIDA ELP levels (L1-L5). Items are more for listening and listening and marked as showing low, mid, high, or exceptional proficiency.	K-WPAT Summary Scoring Sheet
1 <sup>st</sup> -12 <sup>th</sup> grade	WIDA-ACCESS Placement Test (WAPT)	The WAPT is a valid and reliable measure across the full range of language domains (used in grades 1 through grade 12).	WAPT Scoring Sheet
1 <sup>st</sup> -12 <sup>th</sup> Grade	WIDA MODEL (Measure of Developing English Language)	The WIDA MODEL is a valid and reliable composite score based on the language operations tested in grades kindergarten through grade 12.	WIDA MODEL Scoring Sheet
Adult Programs	TABE CLAS-E	For adult ELL students who do not take TABE CLAS-E, the LEA should submit the data to OSSE at <a href="https://www.osse.edu/submit">https://www.osse.edu/submit</a> for OSSE review and approval.	Individual Student Record

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The Office of the State Superintendent of Education (OSSE) will audit the student enrollment data that was identified by October 5<sup>th</sup> as new ELLs who do not have a qualifying ACCESS for ELLs score. **OSSE will randomly select 5 samples or 10% of the ELL enrollment data**, whichever is larger, per school (DCPS only) or per LEA (PCSB only).

### SUBMISSION PROCESS

OSSE will request documentation of ELL status in form of a pre-screener or screener ELL assessment. The pre-screen or screener does not need to be dated before October 5<sup>th</sup> but does need to be completed within one year before the ELL enrollment audit begins.

For each student sample, LEAs must submit one piece of required evidence from **Table 1: Allowable Assessments and Documentation**. Each piece of the assessment evidence must capture the following identifying information: school, student name, student identification (ID) number, date of birth, grade level, primary language, and English Language Proficiency Level (ELP).

- W-APT: WIDA – ACCESS Placement Test
- K-WPAT: Kindergarten WIDA – ACCESS Placement Test
- WIDA MODEL: Measure of Developing English Language
- Pre-IPT: Pre-IDEA Oral Language Proficiency Test (3-5 year olds)
- TABE CLAS-E (Adult English Language Learners)

## Submission Process



*What are secondary evidence?*

### 'As Needed' Evidence

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- Home Language Survey (HLS)
- NCLB Parent Notification Letter
- Student Schedule of ESL Services

# Submission Process



Submission  
Process

01/29 – Nov 5

*How do we submit documentation?*



OSSE 2022 English Language Learner (ELL) Enrollment Audit

**Submission Process**




**Validation Process**

November 6 - 15

### How do LEAs submit documentation?

1. **DCPS** and **PCSB** will collect required documents from its schools and LEAs, respectively.
 

For more details, email your point of contact:

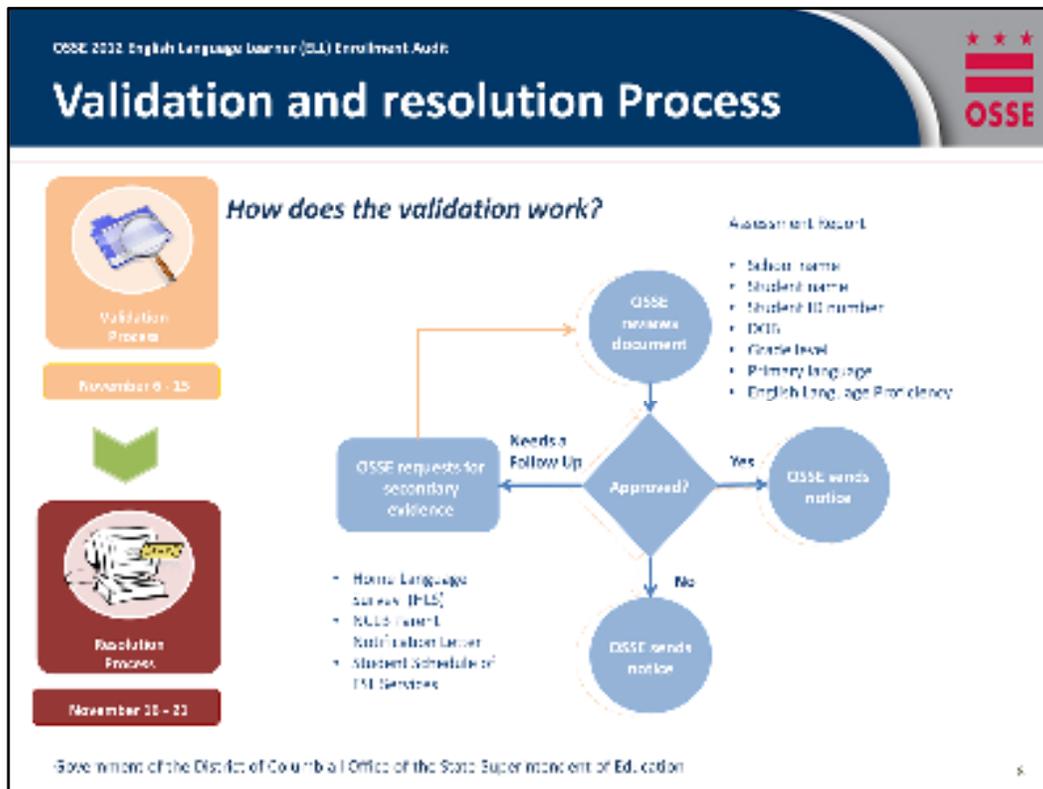
  - DCPS: John Petersen: [john.petersen@dc.gov](mailto:john.petersen@dc.gov)
  - PCSB: Naomi DeVeaux: [ndeveaux@dcpcsb.org](mailto:ndeveaux@dcpcsb.org)
2. **DCPS** and **PCSB** will upload documents based on randomly selected students through FTP accounts. The list of randomly selected students will be provided by OSSE.

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DC Public Schools (DCPS) and Public Charter Schools Board (PCSB) will be responsible on securely submitting uploading the randomly selected samples. It is expected that DCPS will submit samples that are grouped by school; and PCSB will submit samples that are grouped by LEAs.

DCPS and PCSB will determine how they will collect data from their respective schools or campuses. However, all documentation must be submitted to OSSE no later than November 5<sup>th</sup>.

For more details on how DCPS and PCSB will collect documentation, please email [john.petersen@dc.gov](mailto:john.petersen@dc.gov) or [ndeveaux@dcpcsb.org](mailto:ndeveaux@dcpcsb.org), respectively.



## VALIDATION AND RESOLUTION PROCESS

OSSE timeline to validate documents is from November 6<sup>th</sup> -15<sup>th</sup>. To ensure efficiency and consistency in the validation process, OSSE will follow **Diagram 1: How does the validation work?**

In case where information is insufficient or missing, OSSE may request additional piece of evidence from **Table 2: Additional Evidence to Verify ELL Status** to verify the enrollment data. OSSE will send preliminary summary on week of November 16<sup>th</sup> – 21<sup>st</sup>. At this time, LEAs may submit additional evidence as needed.

Any student with appropriate documentation will be certified as ELL. However, any student lacking appropriate documentation will not be verified as ELL.

If **2 or more students** identified as ELL in the October 5<sup>th</sup> **sample count lack appropriate documentation** then all students identified as ELL by the school in the October 5<sup>th</sup> count will need documentation prior to certification of their status. If fewer than two students have incomplete or inadequate documentation in the sample, then all submitted students that haven't been found to have errors will be verified as ELL for the audit.

OSSE 2012 English Language Learner (ELL) Enrollment Audit

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OSSE

# Appeal Process

## *What is the appeal process?*

If a student is identified in SLED as ELL after the October 5<sup>th</sup> count, the LEA may still seek funding for that student through the appeal process in December.

The LEA will be required to show the appropriate status through the pre-screener or screener assessment as previously described.

**Appendix C: Pre-Screener Evaluation**

Use this tool to determine if a student is eligible for English Language Learner (ELL) services. This tool is designed to be used by the LEA. It is not intended to be used by OSSE. The tool is designed to be used by the LEA. It is not intended to be used by OSSE. The tool is designed to be used by the LEA. It is not intended to be used by OSSE.

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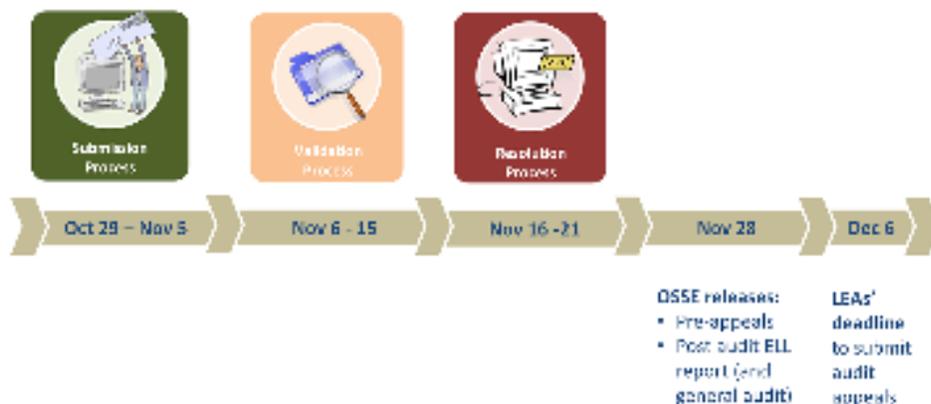
## APPEAL PROCESS

OSSE will release pre-appeals, post audit ELL report (and general audit) to LEAs on November 28<sup>th</sup>. **LEAs will have until December 6<sup>th</sup>** to appeal OSSE’s audit findings.

Additionally, if a student is identified in SLED as ELL after the October 5<sup>th</sup> count, the LEA may still seek funding for that student through the appeals process in December. The LEA will be required to show the appropriate status through the pre-screener or screener assessment as described above.

# Appeal Process

## What is the appeal process?



## Additional Pertinent Information

### ELL Data Element Coding

LOP TYPE	IPP CODE	DEFINITION	IPP
ELL	01	Student Identified as Limited English Proficient who resides 12 months.	01
ELL Level 1	01	English Language Development (ELD) Level 1 - Emerging	01
ELL Level 2	02	English Language Development (ELD) Level 2 - Emerging	02
ELL Level 3	03	English Language Development (ELD) Level 3 - Developing	03
ELL Level 4	04	English Language Development (ELD) Level 4 - Expanding	04
ELLm (Return to ELL)	05M	Excluded from ELP students who have returned an ELL program.	05
Outdated (No-Access)	06	English Language Proficiency data > two years. * Excluded from OSSE ELP assessment.	06
Removal - Dropout (ELL Levels 1-4)	07	Power/attendance and/or the student's participation in a normal long year instruction program.	07
NES	NES	Non-English Speakers- Speakers with little to no English.	08
LES	LES	Limited English Speakers- Students for a limited time who do not speak more than 1 year.	09
RES	RES	Recent English Speakers	10
RE (English Proficient)	09	English Language Development (ELD) Levels 5 and 6 - Bilingual Proficient. Excluded from ELP data for students who have successfully completed two years of instruction and are no longer ELP.	10
ELP Monitoring Year 1	10M	Students who completed the ELP program and are in their first year of systematic monitoring. These students no longer use the ACCESS for ELLs®.	10
ELP Monitoring Year 2	10M	Students who completed the ELP program and are in their second year of systematic monitoring. These students no longer use the ACCESS for ELLs®.	10
ELP Award - Speakers	10M	Students who are ELP program graduates that were re-assessed the ACCESS for ELLs®.	10

# ELL Enrollment Important Dates

## Mark your calendar

Activity	Timeline
ELL Enrollment Audit Webinar Training	October 25
Submission deadline for review and approval of assessment tool(s) used for adult ELL students who do not take TABE CLAS-E (slide #4); due to <a href="mailto:osse.enrollmentaudit@dc.gov">osse.enrollmentaudit@dc.gov</a> .	October 28
OSSE requests student sample for ELL enrollment sample audit	October 29
LEAs upload documents (Assessment Report) of sampled student to FTP site	November 5
OSSE reviews documents and audits ELL enrollment sample	November 6 - 15
Resolution process (OSSE sends preliminary summary and LEAs submit additional evidence)	November 16-21
OSSE releases pre-appeals, post-audit ELL report (and general audit) to LEAs	November 28
Deadline for LEAs to submit audit appeals (and general audit)	December 6

**Oct 25** - ELL Enrollment Audit Webinar Training

**Oct 28** - Submission deadline for review and approval of assessment tool(s) used for adult ELL students who do not take TABE CLAS-E (*slide #4*); due to [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov).

**Oct 29** - OSSE requests student sample for ELL enrollment sample audit

**Nov 5** - LEAs upload documents (Assessment Report) of sampled student to FTP site

**Nov 6 – 15** - OSSE reviews documents and audits ELL enrollment sample

**Nov 16-21** - Resolution process (OSSE sends preliminary summary and LEAs submit additional evidence)

**Nov 28** - OSSE releases pre-appeals, post-audit ELL report (and general audit) to LEAs

**Dec 6** - Deadline for LEAs to submit audit appeals (and general audit)



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## *Questions and Feedback*



Please email [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov)  
for concerns or additional questions.

Please email [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov) for questions or concerns.