

English Learner Plan

Each year that a student is considered to be an English learner, the school will need to develop an **English Learner Plan** at the beginning of the year, and complete a **Continuing English Learner Identification Notification** after reviewing the student's language proficiency at the end of the year.

You will need to report the results from the student's most recent language assessment. The results from these assessments help determine next steps for the student.

The first year, the **OELPS** (Ohio English Language Proficiency Screener) identifies the student as an English learner. Each following year until they are English proficient, they will take the **OELPA** (Ohio English Language Proficiency Assessment) to determine their readiness to exit the English Learner program.

English Learner Plan

Steps *To develop an English Learner Plan:*

1. Create an **English Learner Plan**.
2. Enter a plan date and specify whether this is an **Initial** plan or **Annual** plan.
3. Provide basic background information.
4. If it's an initial plan, click **add OELPS Score Report**. If it's an annual plan, click **add OELPA Score Report** and enter the student's results from the most recent language assessment.
5. Add listening, reading, speaking, and writing goals as needed.
6. Select which specific language support(s) the student will receive.
7. Share the document with the parents.
8. Add signatures and complete the document.

Continuing English Learner Identification

At the end of the year, you'll need to notify the parents of the results of the OELPA screener and obtain consent to continue providing specific English learner supports.

1. Create a **Continuing English Learner Notification**.
2. Indicate the child's overall performance on the OELPA and optionally, detail the child's specific performance by domain.
3. Provide information about which programs the district offers to help the child develop their language skills.
4. Enter contact information and share the document with the parents.
5. The parents can then either grant or deny their consent and add their signatures.
6. Once the parents have filled out the document, it can be completed.

When the document is completed:

- If the student's English proficiency is still emerging or progressing, a new **English Learner Plan** will be due within 14 days, and a new **Continuing English Learner Identification Notification** will be due by the end of the school year or within one year.
- If the student is now English proficient, a **Letter to Parents of Students Exiting the English Learners Program** will need to be sent within 14 days.