



English Language Learner (ELL) Identification, Continuation and Exit Process for Nonpublic School Students

New implementation in 2021 school year; Revised 5/10/2021

ELL Identification for *New Students*

Process	Steps	Who completes	When (Beginning Sept. 2020)
Step 1	<ul style="list-style-type: none"> • Conduct Home Language Survey (www.nj.gov/education/bilingual/) • Conduct records review: academic achievement results, prior transcripts or test scores • Submit survey results and records to district/provider 	Nonpublic school <i>(Note that the district completes this step for ELL students in public schools.)</i>	Upon student enrollment
Step 2	<ul style="list-style-type: none"> • Review survey results & records from Step 1 and approve testing 	District/provider	Within 2 to 4 weeks of receipt of survey results & records (NJDOE guidance)
Step 3	Administer WIDA assessment to <i>identify</i> ELL students: <ul style="list-style-type: none"> ▪ WIDA Screener ▪ Kindergarten W-APT ▪ WIDA MODEL Composite proficiency level is below 4.5 to qualify	District/provider¹ (must be WIDA trained)	Within 2 weeks of Step 2 approval (NJDOE guidance) <ul style="list-style-type: none"> • Tests are available throughout year • Test results available within hours
Process 407-1 for services	<ul style="list-style-type: none"> • District/provider sends Parent notification of initial program placement and 407-1 to fill out (www.nj.gov/education/bilingual/) • Parent submits 407-1 to district/ provider • District/provider reviews & approves 407-1 	District/provider/parent	Parent notification letter <i>must</i> be sent within 30 days of the child's identification
Step 4	<ul style="list-style-type: none"> • Provide ELL services to students 	District/provider	As scheduled

¹The district may assign the provider responsibility for administering the WIDA assessment. The responsibilities given should be specified in the contract between the district and third-party provider.

ELL Continuation for *All Students* Receiving Services (Revised)

Process	Steps	Who completes	When (beginning winter/spring 2021)
Step 5	Administer WIDA Assessment for continuation: <ul style="list-style-type: none"> ▪ WIDA MODEL ▪ WIDA Screener ▪ Kindergarten W-APT 	District/provider (must be WIDA trained)	Training: online WIDA Model & Screener <ul style="list-style-type: none"> • On demand
Process 407-1 for services	Send parent notification of continuing placement and 407-1 to parent for continued services for next school year (www.nj.gov/education/bilingual/)	District/provider	Parent notification letter <i>must</i> be sent within 30 days of the child's identification