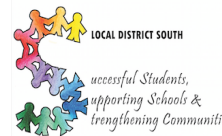


# LD South EL UPDATE - December 2017



## ELPAC Update – December 2017

The English Language Proficiency Assessments for California (ELPAC) administration window will be open from February 1 to May 31, 2018. Please be on the lookout for Reference Guide 043580, which explains procedures for identifying the school's ELPAC Coordinators and training requirements for principals and ELPAC Coordinators.

To prepare for the ELPAC, principals will need to do the following:

1. Complete the 2017-18 ELPAC Test Security Agreement and Affidavit online by logging into the State Testing Program Requirements section of the Principal's Portal
2. Identify the school's ELPAC Coordinator in the Principal's Portal

EL Designees will need to do the following:

- Log onto the Learning Zone, complete the ELPAC Security forms training and take the assessment.
  - Enroll in the training by searching for key words "ELPAC" on the Learning Zone.
- Attend mandatory LD South face to face ELPAC Administration and Calibration training
- Deliver the ELPAC administration and calibration training at the schools site to all staff who may be involved in the 2017-18 ELPAC administration

Local District South's ELPAC Administration and Calibration training dates for school site ELPAC Coordinators will be:

- **Secondary:** Tuesday January 9, 2018 in the Sellery Center Auditorium, 8:00-3:00
- **Elementary:** Wednesday January 10, 2018 in the Sellery Center Auditorium, 8:00-3:00

Please note that ELPAC materials are scheduled for delivery starting the week of January 22nd. Deliveries will be scheduled on a weekly basis and prioritized based on when the Principal and ELPAC Coordinator requirements are completed.

For questions related to testing requirements and procedures, please contact the Student Testing Branch at 213-241-4104.

## Reclassification Action Plan

1. Most schools have submitted a reclassification action plan. Please check with your EL Designee to review your school's plan. If your school has not yet submitted a plan, please do so as soon as possible.
2. There are currently 35 elementary and 39 secondary students who can reclassify using the fall grades, Reading Inventory, and MOY. Please continue to monitor your EL students, check the READY TO RECLASSIFY ROSTER, and reclassify all eligible students by December 15, 2017.
3. Please refer to the "Road Map to Reclassification", attached.
4. CELDT RETEST scores are expected to be in MISIS on January 22, 2018.

## OLAS Accountabilities

As of the 2017-18 SY, principals must certify the month's accountabilities after all uploads have been completed by the EL Designee. The EL Designees can ONLY view and submit items that require an upload.

The OLAS Task Calendar and OLAS Checklist are available on the MMED website and the OLAS main menu page.

The following items are due in December for all schools:

- Plan and Provide professional development specific to ELs (Upload required)
- Conduct classroom observations of Designated and Integrated ELD (Upload required)
- Maintain the Master Plan Instructional Program Options Log (Certify Only)
- Reclassify all ELs who have met the reclassification criteria (Certify Only)

### **Fall 2017 Reading Inventory (RI) – Final Data**

- Elementary - 502 students tested 91 passed (18%)
- Middle School - 1874 students tested 306 passed (16%)
- High School - 1859 students tested 155 passed (8%)
- Option School - 106 students tested 23 passed (22%)

### **Certify Alerts**

If you have not done so, please do the following immediately:

- Identify EL data designee(s) in the Principals' Portal
- Ensure that any alerts are resolved in a timely manner--most common alerts are:
  - Students without initial language classification
  - Missing Master Plan Programs for EL students
  - Missing EL service section attributes
  - Missing First US Enrollment date
  - Secondary EL students without designated ELD course placement
    - IGP's due for seniors on track by January 14, 2018

### **Professional Development Opportunities in January**

*FOR EL DESIGNEES:*

- New EL Designee Meeting
  - Wednesday, January 31, 2018
  - 12:30 – 4:00 pm (Following New Title I Designee Meeting)
  - Sellery Auditorium

*FOR EL COACHES/INSTRUCTIONAL COACHES:*

- **Monthly EL/Instructional Coach PD**
  - Date:** Friday, January 12, 2018
  - Time:** 8:00 – 3:00 pm
  - Location:** Sellery Special Education Center
  - Who:** All instructional coaches who work with teachers of ELs and EL students
  - RSVP:** Please see below

**For more information, please contact:**  
**Elementary - Kirstin Summers, [kms3113@lausd.net](mailto:kms3113@lausd.net)**  
**Secondary - Helen Choi, [hhc7910@lausd.net](mailto:hhc7910@lausd.net)**

**<https://achieve.lausd.net/Page/2396>**