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| **ELE Director Checklist** |
| **Required Action** | **Start by** | **Due by** | **Completed** | **Task/Item** |
| Parent Notification Regarding English Language Education | First day of school | 2 weeks after the start of school | Check box to check off once required action is complete | [Send the Parent Notification Regarding English Language Education to ELs and potential ELs](http://www.doe.mass.edu/ele/resources/communications.html) |
| Screening for ELE (K-12) | On or prior to the first day of school | 30 days after the start of school, or 10 days post- enrollment if the student enrolls at a later date | Check box to check off once required action is complete | Screen all potential ELs' following the procedures outlined in [Guidance on English Learner Education Services and Programming](https://www.doe.mass.edu/ele/guidance/services-programming.docx) document.  |
| Screening Pre-K | On or prior to the first day of school | March SIMS submission | Check box to check off once required action is complete | Screen all potential ELs' following the procedures outlined in [Guidance on English Learner Education Services and Programming](https://www.doe.mass.edu/ele/guidance/services-programming.docx) document. |
| English Language Education (ELE) Program Placement | On or prior to the first day of school | 30 days after the start of school | Check box to check off once required action is complete | Send [the English Language Education (ELE) Program Placement](https://www.doe.mass.edu/ele/resources/communications.html) notification to the parents of all ELs, including ELs who are already in the program and ELs who were reclassified as Former ELs (FELs) |
| Benchmark Notice | On or prior to the first day of school | 30 days after the start of school | Check box to check off once required action is complete | Send students benchmark information, Benchmark Guidelines, materials describing the benchmarks, and the ELST at the beginning of each school year or upon enrollment of the child in an ELE program |
| ELPAC Notice | On or prior to the first day of school | Prior to the start of ELPAC recruitment | Check box to check off once required action is complete | All districts that are required to have an ELPAC will inform EL and FEL parents of the opportunity to join. |
| WIDA accounts | September | September | Check box to check off once required action is complete | Ensure that ACCESS Test Coordinators have WIDA personal and AMS accounts and ACCESS Test Administrators have WIDA personal accounts. |
| District profile updates | September | September | Check box to check off once required action is complete | Schools and Districts ensure that new principals and ACCESS for ELLs test Coordinators are updated and listed accurately in the DESE School and District Profiles |
| English language proficiency benchmarks are available in the dropbox . | August | October | Check box to check off once required action is complete | EL directors can find the following year's benchmark data in the dropbox for the English learners enrolled in the district.  |
| ACCESS for ELLs Test Coordinator Training Webinars | Mid-December |   | Check box to check off once required action is completeCheck box to check off once required action is complete | Test Coordinators should complete their online training modules and certification quizzes prior to attending the training webinars. Online ACCESS training modules are available on the WIDA Secure Portal (log-in using your WIDA personal account) |
| Network Meeting  | ongoing | ongoing | Check box to check off once required action is complete | Attend the ELE Leadership Network meeting organized by OLA. |
| WIDA AMS Test set-up | First week of December | Mid-February | Check box to check off once required action is complete | School Test Coordinator sets up appropriate test sessions for students to include setting dates, times, and creating rosters for students to be tested. |
| Test materials arrive in schools  | First week of January |  | Check box to check off once required action is complete | Pre-ordered for your school by the Department |
| Order additional test materials in AMS | First week of January | One week before the end of the test window | Check box to check off once required action is complete | Order additional test materials for any students who have enrolled an/or transferred into the school since materials were originally ordered by the Department |
| ACCESS for ELLs test administration | 1st week of January | 2nd week of February | Check box to check off once required action is complete |   |
| Self-Assessment Webinar (only if you are scheduled for an ELE TFM review for upcoming school year) | January |  | Check box to check off once required action is complete | Attend the OLA webinar (for which you will receive an invitation) to learn more about the TFM process and self-assessment submission |
| Last date for schools to return test materials | 1st week of February | Tuesday after the test window closes | Check box to check off once required action is complete | All test materials must be returned to DRC by Tuesday after test window closes. |
| Complete the self-assessment (only if you are scheduled for an ELE TFM review for the upcoming school year) | February | The last school day of May | Check box to check off once required action is completeCheck box to check off once required action is complete | Complete the ELE self-assessment and submit it by the due date scheduled. |
| Pre-reporting data validation in AMS | Last week of March | Last week of March | Check box to check off once required action is complete | Test coordinators identify student demographic, accommodation, and test result records that could potentially contain errors. |
| Reports and data files available in AMS | Mid-May | Mid-May | Check box to check off once required action is completeCheck box to check off once required action is complete |   |
| Results reported to schools and districts (printed) | Last week of May | Last week of May | Check box to check off once required action is complete |   |
| Post-reporting data validation in AMS | Second week of May | Second week of May | Check box to check off once required action is complete | Test coordinators have a second opportunity to check for any errors in student demographic, accommodation, and test result records. Any changes made in post-reporting data validation result in delivery of new data files and new electronic (PDF) reports. |
| Updated data posted in AMS | First week of June | First week of June | Check box to check off once required action is complete |   |
| Report Cards and progress Reports | Ongoing | Ongoing | Check box to check off once required action is complete | Send report cards or progress reports to parents to inform them of their children's progress in acquiring English. |