

Office of English Language Proficiency

FY24 Monitoring



OKLAHOMA
Education



Office of English Language Proficiency

FY24 Monitoring

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Roni McKee

Overview

- What is English Language Proficiency Monitoring?
- Who Gets Monitored?
- Desk Monitoring or Site Monitoring
- The Monitoring Process and Timeline
- The Monitoring Toolkit
- The Monitoring Tool and Checklist
- What It All Looks Like in Canvas
- Outcomes

What is English Language Proficiency Monitoring?

- The United States Department of Education (USDE) requires that all Local Education Agency (LEA) sub-recipients of federal funds participate in a monitoring process to ensure accountability.
- Through the monitoring process the Oklahoma State Department of Education's Office of English Language Proficiency (OELP) verifies that state and federal requirements are being met by the state's schools and LEAs.
- The monitoring process also gives OELP the opportunity to provide technical assistance and guidance to LEAs in order to strengthen their English language programs and improve the quality of services provided.

Who Gets Monitored?

- All LEAs that receive federal funds are monitored at least once during a three-year cycle. Fiscal Year 2024 (FY24) is the third year of the current cycle.
- Through a **risk-assessment process** all LEAs are scored on several factors indicating potential risk in the identification of English Learners and/or meeting state and federal requirements.
- LEAs identified as representing an elevated risk in the management of funds are then added to the current rotation.

Desk Monitoring or Site Monitoring

- All LEAs to be monitored this year receive notification by August 15, 2023 whether they are to be **Desk Monitored** or **Site Monitored**.
- All LEAs, both Desk Monitored and Site Monitored LEAs, submit the same documentation.
- All monitored LEAs are required to submit the monitoring checklist and supporting documentation no later than **December 8, 2023**.
- Any LEA that fails to submit documentation by the **December 8, 2023** deadline **will be considered non-compliant for the year** and federal funds will be withheld. When the LEA has submitted acceptable documentation for all relevant points, federal funding will be released. The LEA, however, will still be considered non-compliant for the year.

Site Visits

- **Site monitored** LEAs will also be contacted individually in order to arrange a site visit by OELP staff, who will conduct a series of interviews with local personnel.
- The LEA will be notified *informally* of potential compliance issues at the conclusion of the site visit.
- *Formal* notification of compliance or non-compliance will follow the complete review of the Monitoring Tool.
- A summary of the **site visit conclusions** will be sent to the LEA together with a compliance or non-compliance letter and the Monitoring Tool.

The Monitoring Process and Timeline

- **All monitoring documents** will be uploaded, and all feedback provided on the **Canvas** platform.
- **Login information** will be sent to monitored LEAs by August 15, 2023.
- As mentioned above, all monitored LEAs are required to submit the English Language Proficiency Monitoring Checklist and supporting documentation no later than **December 8, 2023**.
- The reviewer assigned to the LEA will evaluate the documentation and provide comments and any requests for additional or alternative documentation in Canvas.

The Monitoring Process (cont.)

- The reviewer will complete an initial review of all documents by **March 6, 2024**, allowing sufficient time for the LEA to gather any further documentation.
- The LEA will then upload the requested documentation. Depending on the quality of the documentation, there could be several such exchanges between reviewer and LEA.
- This process closes on **April 24, 2024**. In other words, the Office of English Language Proficiency must have received satisfactory documentation for all relevant points on the Monitoring Tool by this date for the LEA to be considered compliant.

The English Language Proficiency Monitoring Toolkit

available at: <https://sde.ok.gov/el-and-title-iii-state-monitoring-resources>



Office of English Language Proficiency Monitoring 2023-2024

Resources and Toolkit

TABLE OF CONTENTS

Student Identification (SID)

The Home Language Survey	3
The Home Language Survey (Spanish)	4
Home Language Survey Supplement / "Less Often" Non-EL Bilingual Qualification Form	5
Sample Letter Explaining EL Identification	6
Sample Letter Explaining EL Identification (Spanish)	7
The English Language Academic Plan (ELAP)	8

Program, Services, and Evaluation (PSE)

Sample EL Monitoring Form	12
WIDA ACCESS and Alt-ACCESS Security Checklists	13
Professional Development Regulations and Guidance	19

Parent and Family Engagement (PFE)

Sample Parent Notification Letter regarding Teacher Certification	21
Sample Parent Notification Letter regarding Teacher Certification (Spanish)	22

Coronavirus Relief

Regulations regarding Evidence-Based Interventions	23
Sample Intervention/Program Evaluation Form	24

The OELP Monitoring Tool and Checklist

<https://sde.ok.gov/el-and-title-iii-state-monitoring-resources>

LEA INFORMATION TABLE

LEA Name: Enter LEA Name Here. County code: Enter County Code Here. District code: Enter District Code Here.
LEA Superintendent Name: Enter Name Here. Phone: Enter Phone Number Here. E-mail: Enter E-mail Address Here.
LEA EL Director: Enter Name Here. Phone: Enter Phone Number Here. E-mail: Enter E-mail Address Here.
<input type="checkbox"/> By checking the box, the Superintendent certifies that, to the best of his/her knowledge, the information provided in this monitoring tool is true and accurate.

The Monitoring Tool

Sections:

- Student Identification (SID) 4
- Services and Program Evaluation (SPE) 8
- Parent and Family Engagement (PFE) 5
- Corona Virus Relief (CR)* 3

**This only applies to LEAs that used ARP/ESSER III funds on programs specifically targeting English Learners or LEAs that switched to virtual education program due to COVID-19.*

The Monitoring Tool (cont.)

SECTION I: Student Identification (SID)							
Indicator	Relevant Legislation	Document(s) to be Submitted	Description/Notes				
SID 1	The LEA accurately identifies all potential English Learners using the Statewide Home Language Survey (HLS) for all newly enrolled students. <i>[Title VI of the Civil Rights Act of 1964; ESSA, Section 3113(b)(2)]</i>	a. Submit to OSDE: LEA written procedures for identifying potential English Learners.	All procedures should be a step-by-step guide to how this task is accomplished and who (job title) is responsible for the various steps. These can be quite simple.				
		b. Submit to OSDE: LEA written procedures for identifying potential English Learners in participating non-public schools (if applicable).					
		c. Submit to OSDE: LEA written procedures for identifying potential English Learners in facilities for neglected and/or delinquent children (if applicable).					
SID 2		The LEA uses the state approved English language proficiency screener aligned to the State’s English language proficiency standards and the State’s academic content standards. <i>[Title VI of the Civil Rights Act of 1964] [ESSA, Section 1112(e)(3)(A)]</i>	<table border="1"> <tr> <td> a. Submit to OSDE: List of students (use Student Testing Numbers/ STN#, not names) taking the Placement Test (WIDA Screener/ MODEL), indicating the date when students enrolled in school and the date when the test was administered. </td> <td> We would like a list of the students (STNs, not names) who were given a screener this year, the student’s date of enrollment or the first day of school, and the date of the screener. This is to verify that students are being screened in a timely manner. If no new students were screened this year, this does not apply to you. </td> </tr> <tr> <td> b. Submit to OSDE: List of <i>all</i> personnel administering state ELP testing (including proof of WIDA certification). </td> <td></td> </tr> </table>	a. Submit to OSDE: List of students (use Student Testing Numbers/ STN#, not names) taking the Placement Test (WIDA Screener/ MODEL), indicating the date when students enrolled in school and the date when the test was administered.	We would like a list of the students (STNs, not names) who were given a screener this year, the student’s date of enrollment or the first day of school, and the date of the screener. This is to verify that students are being screened in a timely manner. If no new students were screened this year, this does not apply to you.	b. Submit to OSDE: List of <i>all</i> personnel administering state ELP testing (including proof of WIDA certification).	
a. Submit to OSDE: List of students (use Student Testing Numbers/ STN#, not names) taking the Placement Test (WIDA Screener/ MODEL), indicating the date when students enrolled in school and the date when the test was administered.	We would like a list of the students (STNs, not names) who were given a screener this year, the student’s date of enrollment or the first day of school, and the date of the screener. This is to verify that students are being screened in a timely manner. If no new students were screened this year, this does not apply to you.						
b. Submit to OSDE: List of <i>all</i> personnel administering state ELP testing (including proof of WIDA certification).							

The Monitoring Tool (cont.)

SECTION II: Services and Program Evaluation (SPE)			
Indicator	Relevant Legislation	Document(s) to be Submitted	Description/Notes
SPE 1	<p>Each student identified for core EL program receives a high-quality program of instruction that uses approaches, methodologies, and curricular materials/resources that are evidence based and proven effective with English Learners. EL programming and services are provided in comparable facilities that do not unreasonably segregate EL students.</p> <p><i>[Title VI of the Civil Rights Act of 1964; Castañeda v Pickard [648 F.2d 989 (5th Cir. 1981)], [Lau v. Nichols (1974)]</i></p>	<p>a. Submit to OSDE: <u>No submission required</u> The OSDE reviewer will review the LEA's LIEP for completeness. Since these plans have been submitted in GMS, there is no need to submit documentation for this indicator.</p>	<p>Points b. and c. are quite straightforward: we would like a description of the curricular or resource materials used in helping English learners reach proficiency, and at least one sample lesson plan showing that both content area and language needs are being addressed.</p>
		<p>b. Submit to OSDE: Descriptions of EL services and curricular resources/materials provided by the Language Instruction Educational Program (LIEP) core program (e.g., course descriptions, curriculum map, scope and sequence, interventions.)</p>	
		<p>c. Submit to OSDE: Evidence that instruction has been designed for meeting the needs of ELs (e.g., Sample lesson plan indicating incorporation of WIDA English Language Development Standards and Oklahoma Academic Standards) <i>[ESSA, Section 3115(d)(5)]</i></p>	

The Monitoring Tool (cont.)

<p>SPE 3</p>	<p>EL students are identified and qualified for special programs (Title I, Special Ed, Gifted and Talented) in a timely manner as compared with their English-only peers. EL staff are involved in the placement/programming for ELs participating in special programs.</p> <p><i>[Title VI of the Civil Rights Act of 1964]</i></p>	<p>a. Submit to OSDE: Documentation in IEP cumulative files indicating that EL personnel were invited to participate in IEP meetings for EL students who are also qualified to receive special education (SPED) services (i.e., agenda and sign-in sheet).</p>	
<p>SPE 4</p>	<p>The LEA accurately exits eligible EL students from a Language Instruction Education Program (LIEP) within the school year, using the statewide-standardized exit criteria and process. <i>[ESSA, Section 3113(b)(2)]</i></p> <p>The LEA monitors, for a minimum of two years, the progress of students exited from the program to ensure correct classification, placement, and additional support if needed.</p> <p><i>[Title VI of the Civil Rights Act of 1964]</i></p>	<p>a. Submit to OSDE: Evidence of former EL student performance tracking (e.g. EL student information system reports, OSDE EL monitoring form, etc., including the date of obtaining a proficient score on the ELP assessment).</p>	<p>Once English learners have reached proficiency, the LEA is required to monitor their academic progress for four years, formally for two years. A monitoring form is available in the Monitoring Toolkit, although LEAs are allowed to develop their own monitoring forms as well. Here we would like sample completed forms.</p>

The Monitoring Tool (cont.)

SECTION III: Parent and Family Engagement (PFE)			
Indicator	Relevant Legislation	Document(s) to be Submitted	Description/Notes
PFE 1	A school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part. <i>[ESSA, Section 1112(e)(1)(B)(i)]</i>	a. Submit to OSDE: Evidence of informing the parents on the level of achievement and academic growth of their student on State approved EL assessment (ACCESS).	Please submit the notice sent to parents informing them of the student's score on the WIDA ACCESS assessment – a sample letter or email, or screenshot of online portal.
PFE 2	The LEA ensures that it implements effective means of outreach to parents of English Learners regarding their education. <i>[ESSA, Section 1112(e)(3)(C)]</i> LEA shall use the funds to provide and implement <i>other</i> effective activities and strategies that enhance or supplement language instruction educational programs for English learners, which shall include parent, family, and community engagement activities. <i>[ESSA, Section 3115(c)(3)(A)]</i>	a. Submit to OSDE: Evidence of Parent/Family Engagement educational activities and outreach.	Here we would like to see invitations sent to parents/families of ELs for educational activities. The most common activities are math night or literacy night, but there are many other possibilities. The important thing is that it be an educational activity. These invitations should be in a language other than English. If none of your EL families require translation, please include a note stating as much.
PFE 3	<u>Title III-EL Grant Recipients Only</u> Parents, LEA and higher education staff, and	<u>FOR TITLE III-EL RECIPIENTS</u> a. Submit to OSDE: Agendas and sign-in	

The Monitoring Tool (cont.)

OSDE Review Records

OSDE USE ONLY	
Reviewer's signature: <i>Type /s/Name Here.</i>	Return Date: <i>Click here to enter a date.</i>
Reviewer's signature: <i>Type /s/Name Here.</i>	Return Date: <i>Click here to enter a date.</i>

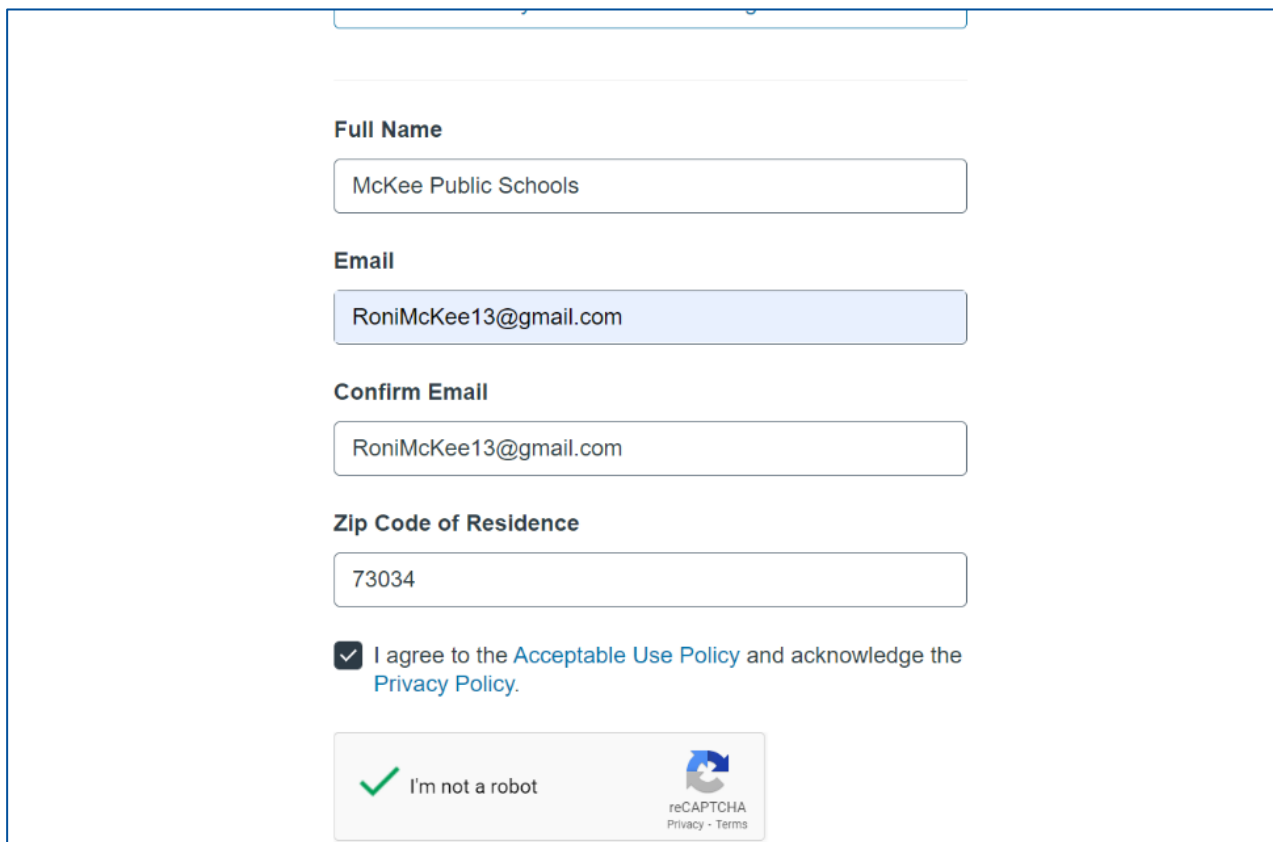
Final Monitoring Results

OSDE USE ONLY	
LEA Submitted All Applicable	
Requested Documentation:	<i>Choose an item.</i>
Reviewer's signature: <i>Type /s/Name Here.</i>	Date: <i>Click here to enter a date.</i>
Supervisor's signature: <i>Type /s/Name Here.</i>	Date: <i>Click here to enter a date.</i>

The Monitoring Checklist

Indicator	Supporting Documents	Submitted	N.A.	Comments
Student Identification (SID)				
SID 1a	Procedures for identifying English learners	<input type="checkbox"/>	<input type="checkbox"/>	
SID 1b	Procedures for identifying English learners in non-public schools	<input type="checkbox"/>	<input type="checkbox"/>	
SID 1c	Procedures for identifying English learners in neglected and/or delinquent facilities	<input type="checkbox"/>	<input type="checkbox"/>	
SID 2a	List of students taking placement tests	<input type="checkbox"/>	<input type="checkbox"/>	
SID 2b	List of personnel administering ELP testing (including WIDA certification)	<input type="checkbox"/>	<input type="checkbox"/>	
SID 3a	Parents-Right-to-Know letter for an identified English learner	<input type="checkbox"/>	<input type="checkbox"/>	
SID 3b	Sample ELAP	<input type="checkbox"/>	<input type="checkbox"/>	
SID 4a	Procedures for identifying Bilingual students	<input type="checkbox"/>	<input type="checkbox"/>	

Signing Up for Monitoring in Canvas

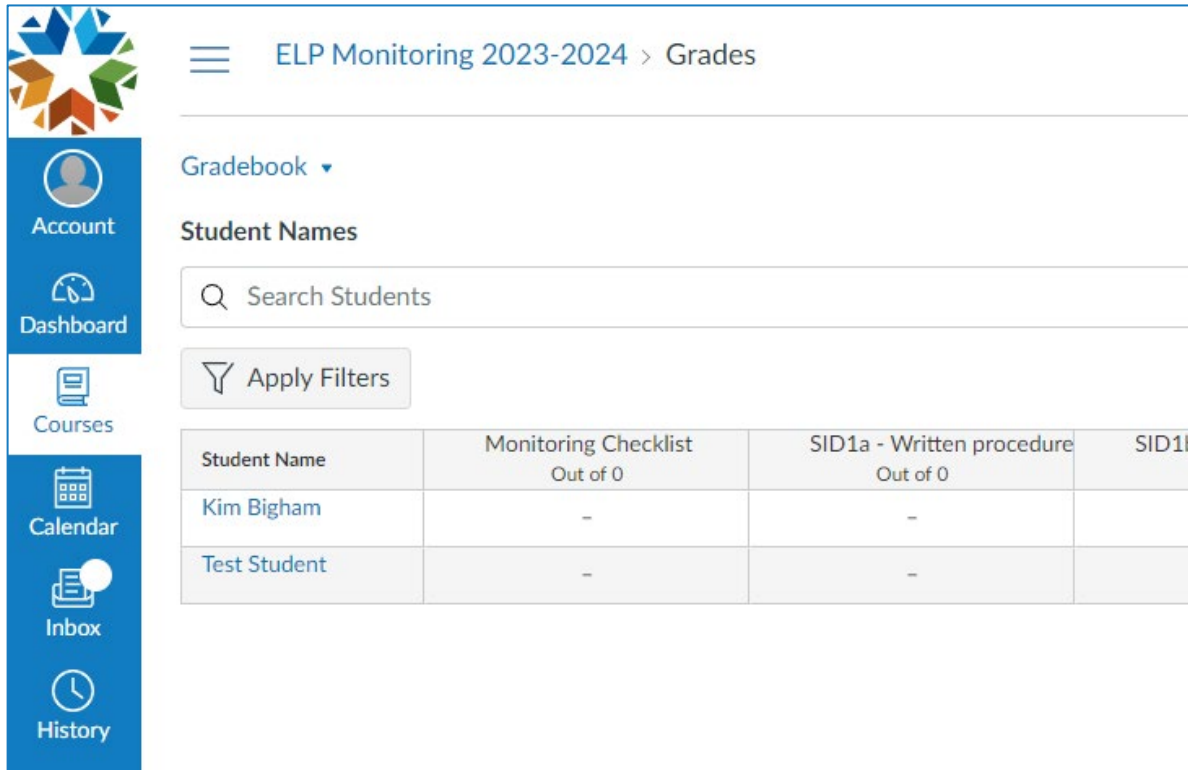


The screenshot shows a sign-up form with the following fields and content:

- Full Name:** McKee Public Schools
- Email:** RoniMcKee13@gmail.com
- Confirm Email:** RoniMcKee13@gmail.com
- Zip Code of Residence:** 73034
- I agree to the [Acceptable Use Policy](#) and acknowledge the [Privacy Policy](#).
- reCAPTCHA: I'm not a robot

- When you sign up for the “course” in Canvas, use the **email** of the **person that will be responsible** for gathering and uploading documents.
- Enter your **LEA name** as “Full Name”

Your Name in Canvas



The screenshot shows the Canvas interface for 'ELP Monitoring 2023-2024 > Grades'. The left sidebar contains navigation icons for Account, Dashboard, Courses, Calendar, Inbox, and History. The main content area shows a 'Gradebook' dropdown, a 'Student Names' section with a search bar, and an 'Apply Filters' button. Below these is a table with the following data:

Student Name	Monitoring Checklist Out of 0	SID1a - Written procedure Out of 0	SID1b
Kim Bigham	-	-	
Test Student	-	-	

When you sign up for the “course” in Canvas, please use enter your name as the **name and county/district code** of your LEA.

For example: **Tulsa 72-i001**

What The Rest Looks Like in Canvas

ELP Monitoring 2023-2024 > Modules

Account
Dashboard
Courses
Calendar
Inbox
History
Studio
Help

Home
Modules
Grades
Google Drive
Office 365
Canva for Education

Expand All

View Course Stream
View Course Calendar
View Course Notifications

To Do

- CR1a - If operating any virtual education programs, submit procedures for identifying ELs in distance learning
English Language Proficiency Monitoring 2023-2024
Dec 8 at 11:59pm
- CR2a - Distance learning program
English Language Proficiency Monitoring 2023-2024
Dec 8 at 11:59pm
- CR2b - Sample notification of distance learning
English Language Proficiency Monitoring 2023-2024
Dec 8 at 11:59pm
- CR3a - Written procedures for ensuring that EL-specific interventions chosen to address learning loss are

Instructions, Training, and Resources

OELP Monitoring Checklist

Student Identification (SID)

Program, Services, and Evaluation (SPE)

Parent and Family Engagement (PFE)

Coronavirus Relief (CR)

Canvas “Assignments”

The screenshot displays the Canvas LMS interface for the course 'ELP Monitoring 2023-2024'. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The main content area is titled 'ELP Monitoring 2023-2024 > Modules' and includes a 'Collapse All' button. The course content is organized into sections: 'Instructions, Training, and Resources', 'OELP Monitoring Checklist', and 'Student Identification (SID)'. The 'OELP Monitoring Checklist' section contains a 'Monitoring Checklist' assignment due Dec 8 with 0 points. The 'Student Identification (SID)' section contains four assignments: 'SID1a - Written procedures for identifying potential English learners', 'SID1b - Written procedures for identifying potential English learners in participating non-public schools (if applicable)', 'SID1c - Written procedures for identifying potential English learners in facilities for neglected and/or delinquent children (if applicable)', and 'SID2a - List of students (use Student Testing Numbers/STN#s, not names) taking the Placement Test (WIDA Screener/MODEL), indicating the date when the students enrolled in schools and the date when the test was administered'. All assignments are due Dec 8 with 0 points. On the right, there are buttons for 'View Course Stream', 'View Course Calendar', and 'View Course Notifications', along with a 'To Do' list containing three items: 'CR1a - If operating any virtual education programs, submit procedures for identifying ELs in distance learning', 'CR2a - Distance learning program', and 'CR3a - Written procedures for ensuring that EL-specific interventions chosen to address learning loss are evidence based'. Each item in the 'To Do' list is associated with the course 'English Language Proficiency Monitoring 2023-2024' and is due Dec 8 at 11:59pm.

Submitting “Assignments”

The screenshot displays a user interface for an assignment. On the left is a vertical navigation menu with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The main content area shows the breadcrumb path: ELP Monitoring 2023-2024 > Assignments > SID1a - Written procedures for... Below this, the assignment title 'SID1a - Written procedures for identifying potential English learners' is displayed. A blue button labeled 'Start Assignment' is circled in orange. Below the title, assignment details are shown: 'Due Dec 8 by 11:59pm', 'Points 0', 'Submitting a file upload', and 'File Types pdf'. A message states 'No additional details were added for this assignment.' At the bottom of the content area are 'Previous' and 'Next' navigation buttons.

Submitting “Assignments”

The screenshot displays the Canvas LMS interface for an assignment submission. On the left is a blue navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The main content area shows the assignment details: 'SID1a - Written procedures for identifying potential English learners'. The due date is 'Dec 8 by 11:59pm', points are '0', and the submission type is 'a file upload'. Below this, a message states 'No additional details were added for this assignment.' and a file upload interface is shown with tabs for 'File Upload', 'Canva for Education', 'Studio', 'Google Drive', and 'Office 365'. The 'File Upload' tab is active, showing a 'Choose File' button (circled in orange), a 'No file chosen' status, and an '+ Add Another File' link. Below the file selection area is a 'Comments...' text box, a 'Cancel' button, and a blue 'Submit Assignment' button (circled in orange). At the bottom of the submission area are 'Previous' and 'Next' navigation buttons.

Canvas “Grades”

ELP Monitoring 2023-2024 > Grades > Test Student

Grades for Test Student

Print Grades

Total: N/A

Show All Details

Course assignments are not weighted.

Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Name	Due	Status	Score
CR1a - If operating any virtual education programs, submit procedures for identifying ELs in distance learning Assignments	Dec 8 by 11:59pm		-
CR2a - Distance learning program Assignments	Dec 8 by 11:59pm		-
CR2b - Sample notification of distance learning Assignments	Dec 8 by 11:59pm		-
CR3a - Written procedures for ensuring that EL-specific interventions chosen to address learning loss are evidence based Assignments	Dec 8 by 11:59pm		-
CR3b - Sample evaluations of the effectiveness of ESSER III funded EI-specific interventions Assignments	Dec 8 by 11:59pm		-

Outcomes

- **Compliance**

The desired outcome. When the Office of English Language Proficiency has received and approved all relevant documentation (**before April 24, 2024**) a compliance letter will be sent to the LEA together with a final copy of the Monitoring Tool.

The Other Outcome

- **Non-compliance**

If the Office of English Language Proficiency has not received all relevant documentation by **April 24, 2024** the LEA will be found non-compliant and will receive a non-compliance letter.

If an LEA is deemed non-compliant, reimbursement of all federal funds may be withheld for the remainder of the current fiscal year.

The Other Outcome (cont.)

Non-compliant LEAs will have thirty (30) calendar days to submit a Corrective Action Plan for each missing or unacceptable item.

Once the Corrective Action Plans have been received and approved by OELP, that LEA's federal funds for the remainder of the current fiscal year will be released.

A failure to submit Corrective Action Plans within thirty (30) days could result in the withholding of federal funds both for the current and the following fiscal year, at OSDE discretion.

Questions?



In Closing

If you have any questions about the OELP monitoring process or about any individual items on the OELP Monitoring Tool, please do not hesitate to contact me or your assigned reviewer.

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Office of English Language Proficiency