



**Arizona Department of Education**  
Office of English Language Acquisition Services

Date: September 16, 2011

To: School District Administrators, Charter Holders, Charter School Principals, and ELL Coordinators

Dear Fellow Educators:

The 2008-2009 school year marked the beginning of the full implementation of the Structured English Immersion Models of the Arizona English Language Learners Task Force. This change in the instruction of Arizona's English language learners continues, as the fourth year of implementation has begun. The Office of English Language Acquisition Services will continue its efforts to support the educators of this special student population. Thank you, in advance, for all that you will do for our English language learners this 2011-2012 academic year.

Please note the following updated information. We will make every effort during the year to keep you informed.

1. Finalized English Language Proficiency Standards (ELPS) - Update

The Finalized English Language Proficiency Standards are now online. LEAs are required to implement these standards beginning with the 2011-2012 school year in SEI classrooms and in the instruction of ELLs on ILLPs. Regional trainings on the use of these Finalized ELP Standards were held beginning the last week in July through the end of August. For questions regarding professional development in the implementation of the ELP Standards, please contact Susan Eide at 602-542-2768 or [susan.eide@azed.gov](mailto:susan.eide@azed.gov).

2. SEI Methodology Video Project

The SEI Methodologies that were introduced in the Round II trainings have now been professionally developed in video form to assist teachers in their instruction of English language learners. They are now available on the IDEAL website under Professional Development.

These methodologies not only review the step-by-step process of using the method, but also show the method in an actual classroom use at various grade and proficiency levels. These methodologies, in conjunction with the English Language Proficiency (ELP) Standards, will assist teachers to plan and deliver instruction that focuses on one or more elements of the Language Star.

### 3. AZELLA Revision Update

Now that the English Language Proficiency Standards Performance Indicators have been updated and there is the inclusion of a Language Strand, the AZELLA is being revised to reflect these changes. Over the summer, a new test blueprint, new item specifications, and new items were developed. These items will be tested statewide between November 7 and November 18.

Most LEAS with ELL students will be included in this statewide field test of new items. Both ELL and non-ELL students will be participating in the **Fall 2011 AZELLA Field Test**. Detailed information regarding the administration of the Fall 2011 AZELLA Field Test will be forthcoming as November approaches. However, because most of our LEAs will be impacted by the field test, ADE is providing advance information so that the test administration can be anticipated. We know that this field test will require planning in order to have the necessary staff available during the testing period.

We will also be conducting a field test of the new AZELLA forms in the Spring of 2012. This “try-out” is scheduled for the weeks of April 23 through May 18. Please mark your calendar with these important dates in November 2011 and May 2012.

We are aware of the burden the field tests may place on our LEAs, but it is an essential element in the AZELLA development. By testing the new AZELLA items with a strong sample of Arizona students, we will be able to produce a test that meets the highest standards for reliability and validity.

### 4. Language Program Participation Data in SAIS for ELL Students by September 27, 2011

For school year 2011-2012, it is vital that districts and charters enter “Language Program Participation” data into SAIS at the beginning of the school year for those English language learner (ELL) students who qualify for language program services. This data upload to SAIS is also important in identifying those kindergarten and newly-enrolled students who have been classified as ELL.

Most schools with ELL students can expect to be included in the November 2011 AZELLA field test. AZELLA field test student pre-ID labels will be provided for schools that have “Language Program Participation” data entered into SAIS by September 27, 2011. Schools without this student level data entered into SAIS will have to bubble by hand the student demographic data on the AZELLA field test documents. Thank you for your prompt attention to this matter.

### 5. AZELLA Form AZ-2 Summer Training PowerPoint Presentations on the OELAS Website

All LEAs were required to send a representative to attend the mandatory AZELLA trainings held over the summer. The PowerPoint presentations are now available on the ADE OELAS website [www.azed.gov/oelas](http://www.azed.gov/oelas) along with the presentation regarding the “Home Language Survey Directive.” If the LEA was unable to send a representative to attend the training, please contact Jim Heck at [James.Heck@azed.gov](mailto:James.Heck@azed.gov) and alternate arrangements can be made. The LEA will not be approved for ordering materials until this training has been completed.

## 6. ALEAT Overview

Please be advised that Goal 3 requirements for the 2011-2012 Continuous Improvement Plan have changed. Guidance documents are available within the ALEAT system to assist you with the development of your plan, and a detailed explanation letter regarding Goal 3 procedures will be forthcoming. Plans must be submitted prior to applying for Title III funds.

## 7. Title III Allocations

The FY 2011 (School Year 2010-2011) statewide recalculation was scheduled to occur on September 6, 2011. Once the ELL numbers are confirmed, the FY 2012 Title III allocations to the LEAs can be calculated. The statewide Title III allocations will then be posted to the OELAS website, followed by allocation letters to each LEA.

## 8. 2010-2011 AMAO Determinations

Data processing of all the ELL program participation data and AZELLA data is expected to be completed in early September. It is anticipated that final AMAO determinations will be posted, and determination letters will be sent out to the LEAs shortly thereafter.

## 9. Assessing English Language Learner Students who have been Withdrawn from Language Program Services by Parent Request

All ELL students withdrawn by parent request from language program services must be assessed annually with the AZELLA until they achieve a total composite score of “Proficient.”

As per the United States Department of Education (USDOE) regarding students who have been withdrawn by parent request: The USDOE would like to remind LEAs of their continuing obligations under Title VI. Specifically, if a school district asserts that parents have opted their ELL children out of a formal ELL program, the school district must maintain documentation that parents opted out of the program after having been informed by trained personnel about the purpose and benefits of the program in a language that the parents understand.

If a parent opts an ELL student out of a formal ELL program, the district remains obligated to take the “affirmative steps” required by Title VI and the “appropriate action” required by the EEOA with respect to the opt-out ELL student. That is, the school district must continue to ensure that the “opt out” ELL student has his or her English-language and academic needs met.

Districts may meet this obligation in a variety of ways, including: providing adequate training to the opt out ELL students’ classroom teachers on second-language acquisition and English-language development methodologies, and ensuring that the teachers are using these methodologies in the classroom; monitoring the opt out ELL students’ educational progress periodically and providing access to other supports offered at the school; disaggregating information about opt-out ELL students’ acquisition of English and academic progress as part of the District’s ELL program evaluation process; and, if an opt out ELL student is unable to perform at grade level without receiving ELL program assistance, reminding the parent that the student can enter the formal ELL program.

#### 10. Upcoming Practitioners of English Language Learning (PELL) Meeting

The next PELL meeting is scheduled for Friday, September 30, 2011 at 9:30 AM at the East Valley Institute of Technology (EVIT) in Mesa.

#### 11. SEI Budget Update

Requests to carry over remaining balances from FY 2010 into FY 2012 are now complete. All LEAs with a remaining balance in SEI Fund 071 for FY 2010 are required to return these funds by October 31, 2011.

Completion Reports for FY 2011 will be sent out on September 19, 2011. All LEAs who received an allocation from the SEI Fund 071 for FY 2011 are required to complete and return this Completion Report by October 14, 2011.

Average Class Size Surveys for the FY 2012-2013 SEI Budget cycle were sent out on September 6, 2011. All LEAs who will request an SEI Budget allocation for FY 2012-2013 are required to complete and return this survey by September 20, 2011.

Incremental Teacher Spreadsheets for the FY 2012-2013 SEI Budget cycle will be available in October. Each LEA must review its spreadsheets and request any changes to the spreadsheets during the review period. OELAS plans to conduct a webinar regarding the Incremental Teacher Spreadsheet calculations once the spreadsheets are available.

The SEI Budget Application for FY 2012-2013 will open on November 28, 2011 and will close on December 16, 2011. OELAS plans to conduct a webinar regarding the SEI Budget Application process on November 30, 2011.

#### 12. OELAS Conference

The annual OELAS Conference is scheduled for December 7-9, 2011 at the Wigwam Resort in Litchfield Park, Arizona. The title of the conference is: "Proficiency: The Key to Success." Online registration opened September 15, 2011. Please save the date.

If you have any questions, please do not hesitate to contact our office at 602-542-0753.

Sincerely,



Adela Santa Cruz  
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Office of English Language Acquisition Services  
Arizona Department of Education