



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

The Monitoring Process

Why We Monitor?

- Compliance regarding Federal statutes:
NCLB Section 3001 – 3304 (Title III)
- Compliance regarding State statutes:
A.R.S. §15–751 – 756.12 (SEI Models)
- Compliance regarding State Board Rule (Arizona Administrative Code):
R7–2–306 and R–7–2–615(I)(J)(K)

District Selection

- The top 50 LEAs with the highest # of ELLs will be monitored every four (4) years.
 - Category 1:
At least: 12 LEAs chosen from the top 50 LEAs.
 - Category 2:
At least: 10 LEAs that are not included in the top 50 LEAs described above.
 - Category 3:
At least: 10 LEAs that are not required to provide instruction for English language learners (ELLs) for a majority of their grade levels. LEAs that report 50 or fewer ELLs.

Communication Process

- The beginning of August for fall semester and the beginning of October for spring semester...
 - Notification letters are sent to selected districts for on-site monitoring visits.
 - Advance requirements for desk audits:
 - school's master schedule
 - ELL class rosters
 - Enclosure of items needed for on-site visitation:
 - district monitoring notebooks
 - district and school maps
 - bell schedules
 - a designated work area for monitors

Advanced Required Information to be Submitted to ADE/OELAS

- **Master schedules for schools identified in your notification letter**
 - Identify SEI and ILLP classrooms

- **Classroom rosters with grade level(s)**
 - Teacher name (first and last) for classrooms with ELLs
 - Student SAIS numbers ONLY (no names)
 - Indicate student AZELLA proficiency level

- **List of students, by school and grade level, withdrawn by parent request**
 - SAIS numbers ONLY
 - Indicate student AZELLA proficiency level

- **District's Fiscal Year (FY) 2014 Detailed Title III Expenditures Report**
(please note - if you do not receive Title III funds this does not apply to your LEA)

Submit electronically to
OELASMONITORINGINBOX@azed.gov

On-Site Visitation

- **Pre-Monitoring Meeting with District Personnel**
 - **Classroom Observations** (protocols on website)
 - SEI (ELD) classroom observations
 - Bilingual/Dual Language classroom observations
 - Mainstream classroom with ILLP students
 - **File Review**
 - **Teacher Interviews (7 brief questions)**
 - **Review District Monitoring Notebook**
 - **Exit Interview** with district personnel upon completion of LEA program analysis
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Cumulative/ELL File Review

- SAIS ID #
- Enrollment form
- Home Language Survey Form
 - Both forms are reviewed to ensure that students are being identified as a PHLOTE*
 - Review: languages, dates & signatures
- Initial and annual English language proficiency assessments
- Individualized Language Learner Plan (ILLP) (if applicable)
- Annual Parent Notification and Consent Form for Student Placement in an ELL Program

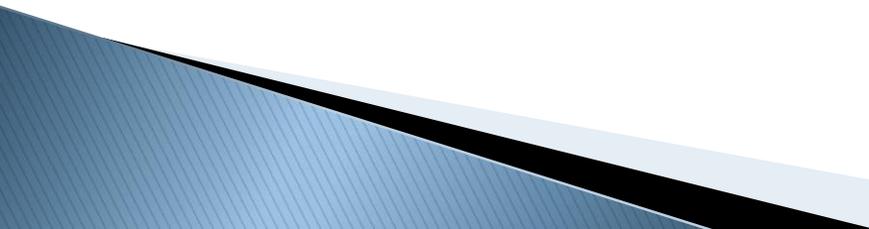
Cumulative/ELL File Review

- Waiver Documentation (if applicable)
- Parent Withdrawal form (if applicable)
- Parent Notification of Reclassification
- English Language Learner After Reclassification (ELLAR) form (if applicable)
- AZELLA Placement Teacher Referral Form
- 2-Year Monitoring Form
- WICP
- Standardized Assessments (AIMS, Stanford 10)

Exit Interview Preparation

- The monitoring team reviews:
 - All classroom observations
 - Cumulative/ELL file checklists
 - Teacher interviews

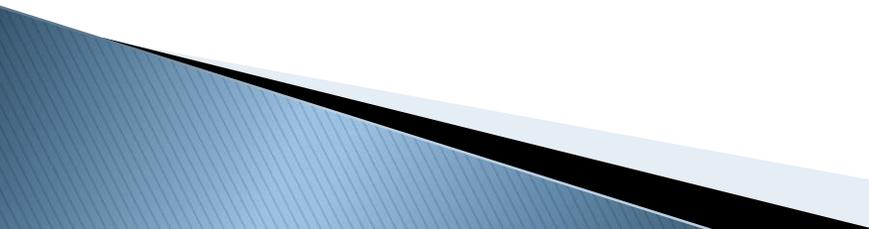
Report to District

- An Exit Meeting is held to detail preliminary findings. ADE requests the Superintendent or Assistant Superintendent be present at this meeting.
 - ADE(OELAS) mails a report to the Superintendent within **45 days** after completion of the monitoring.
 - If the district or charter has findings, it is required to complete a corrective action plan to resolve the findings within **60 days**.
 - If there are **no findings**, the district or charter is found to be in compliance and **no further action is required**.
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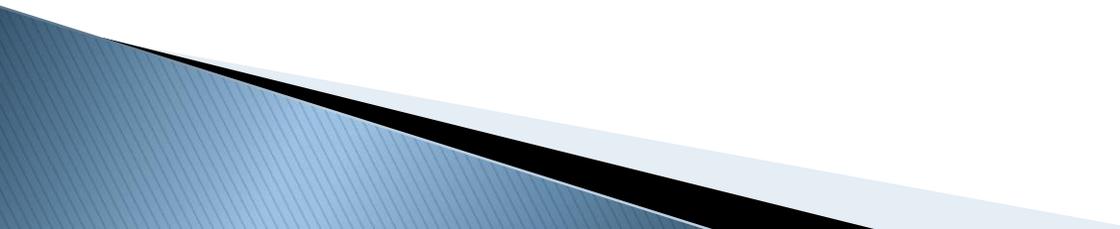
Additional Monitoring(s)

- If an LEA is placed in Corrective Action, OELAS is required by statute to conduct a “follow up evaluation” of the LEA within one year. A.R.S. §15-756.08 (I)

A.R.S. §15-756.08 (J)

- In conducting the follow-up evaluation, if the department finds that the school district or charter school is not in compliance with state and federal laws applicable to English language learners, the department shall refer the school district or charter school to the State Board of Education for a finding of noncompliance.
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Questions?



Contact Information

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