

2016 OELAS ELL Coordinator Boot Camp

A Year in the Life of an ELL Coordinator



Back to School Tasks

Teacher and Parapro Preparation

- New SEI/ILLP teacher training
- Plan on-going professional learning
- AZELLA Test Coordinator training
- AZELLA Test Administrators/Scorers Training



More Back to School Tasks

Student Identification

- Track summer PHLOTE Forms
- Check SDELL 70 Reports in SAIS/ADEConnect
- Assess students as required



And More Back to School Tasks

- Complete Office for Civil Rights (OCR) identification requirements
- Enter student program membership into Student Information System



Even More Back to School Tasks

Complete Required Paperwork

- Parent Notification Forms
- ILLP Paperwork
- AZELLA Test Security Agreement
- Submit Exception Requests



But Wait! There's More!

- Title III Budget: August 15, 2016 opening for FY 2017 applications, submission deadline by May 1, 2017.
- SEI Budget: Phase I, Mid September
Phase II, October
Phase III, November



Take a moment and Breathe

Share with a partner at your
table how you might
organize these activities



Ongoing Activities

- Identify and assess incoming students, and enter into appropriate programs throughout the year
- Create and update ILLPs
- Review student files for completeness
- Create Written Individualized Compensatory Plan (WICP) for students
- Complete Two-Year Monitoring Forms



Assessment Preparation

- Share with teachers appropriate test accommodations for ELLs and FEP students for benchmark and AzMerit Testing
- Maintain AZELLA test inventory



AZELLA Spring Reassessment Preparation

- Complete Coordinator AZELLA Reassessment training – Pearson
- Order testing materials
- Reconcile district and ADEConnect ELLs to be sure to test all eligible students
- Train all testers and have security agreements signed



End of the Year Activities

- Close out ILLPs and file in student files
- Update Student Information System program membership
- Send Reclassification Letters
- Reconcile Integrity by June 30



Smile!!!



Have a Great Year!!!



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