

Guidance Document for Local Education Agencies (LEAs) receiving Title III Funds

No Improvement Status: Met all AMAOs

Creating the Plan

Click on the title: [3 Proficiency in English for ELLs](#). This will take you to “Goal Summary.” Click on the “Edit” button in the upper right hand side of the screen. Delete the 2011-2012 SMART Goal from the text box.

Copy the 2012-2013 SMART Goal from the “Original Description” located to the right of the “Smart Goal” text box. Paste the 2012-2013 SMART Goal into the “SMART Goal” text box and click “Save.” Next, click on the plan tab and you will return to the goal page.

Considerations in the Development of Strategies and Action Steps

Note: Title III funds may not be used to provide services that the LEA is required to make available under local, state or federal laws.

Your CIP must contain a minimum of three strategies, including action steps, which will assist the LEA in meeting or exceeding all AMAOs this school year. **One of the strategies must include high quality professional development, and another strategy must address the implementation of a high quality language instructional education program.** The LEA must create at least one additional strategy with related action steps. Some suggestions are provided below, but this is by no means an all inclusive list:

High quality Professional Development (TAGS: ELL and PD)

- English Language Proficiency Standards (ELPS) training
- English Language Development (ELD) training
- Individual Language Learner Plan (ILLP) training
- Time Allocation specific training, i.e., Grammar, Oral/English Conversation, Vocabulary
- Training in Differentiation/Scaffolding
- Technology Integration Training
- Training in Peer Coaching
- Intervention Training
- Data Analysis Training
- Training in Creating and Implementing Formative Assessments
- Conference Attendance

High quality Language Instruction Educational Program (TAG: ELL)

- Upgrade program objectives and effective instructional strategies
- Intensify instruction
- Develop curriculum maps/pacing guides
- Align curriculum to ELP standards
- Support for personnel, including teacher aides specifically trained (or are being trained), to provide supplemental services under the direct supervision of a highly qualified teacher
- Enhance instructional opportunities that promote student engagement and English language acquisition

- Instruction is being differentiated to meet the needs of all ELLs
- Instruction is being scaffolded to meet the needs of all ELLs
- Formative assessments are being utilized to guide instruction
- Small group instruction
- Cooperative grouping strategies are being implemented

Monitoring (TAGS: ELL and Monitor)

- Collect and disaggregate data
- Systematic progress monitoring
- Develop and utilize an observation rubric

Technology (TAGS: ELL and TECH)

Note: All technology purchases using Title III funds must be supplemental and for the sole and exclusive use of current English language learners.

- Use of instructional software that supports English language acquisition and is aligned to Arizona's ELPS
- Hardware that will be used to supplement and enhance (ELD) instruction
- Integrate technology to supplement and deliver ELD instruction

Parent Involvement (TAG: ELL)

- Family Literacy Programs
- Parental Translation Services
- Family Outreach and Training Classes/Activities
- Informational Meetings

Intervention Services (TAG: ELL)

Note: Intervention services must be provided outside the normal school day.

- Summer School
- Before or after school tutoring
- Saturday School
- Instruction during intersession(s)

Adding Strategies and Action Steps

Click on "[Add Strategy](#)" which is located directly above the goal box. Click on "[Add Custom Strategy](#)" and input the LEA's first strategy. It is necessary to clearly define the strategy in the title (SEI Strategy 1, SEI Strategy 2, etc. are not acceptable strategy titles). In the "Local Description" box, describe the strategy. Ensure it is action-oriented, goal-based, research-based, systematic, and logical. After adding a strategy, click "Save."

It is necessary to add action steps for each of the LEA's strategies. Action steps express intent, are specific and succinct, are doable within the designated timeframe, include an evaluation of the implementation of the strategy, and if professional development is needed, it specifically relates to the

strategy. Each action step includes the following components: title, description, start and end dates, "Tags," and the name of the responsible party for completing the action step. Remember to click "Save."

Continue this process for the additional strategies and related action steps.

To submit your Continuous Improvement Plan, click the link "Submit" which is located to the right of the goal status. Then, from the drop down menu, select "Submitted," scroll down the page and click "Save." Once this is complete, ALEAT will generate an email notifying the Arizona Department of Education (ADE) and the LEA that the goal has been submitted.