



Arizona Department of Education
Student Achievement and Educator Excellence Division &
Office of English Language Acquisition Services

Parental Notification, EL Data Integrity, and AZELLA Guidance

August 10, 2020

Dear Superintendents, Directors, and Coordinators:

Greetings from the Office of English Language Acquisition Services (OELAS). We hope that even during these unprecedented times, the school year has started smoothly, with lots of excitement and eagerness to get back to teaching and learning for all of you, your students, and of course your educators. In recent days, OELAS has received some important questions regarding EL initial identification, placement, and registration. Below you will find updated guidance, as well as reminders that have been sent out recently to respond to your questions and support you through the process of identification, placement, and registration.

Parental Notification and Consent Form

It is important to note that the *Parental Notification and Consent Form* (PNC) is a Federal requirement and that it is one of several provisions that ensure EL students are properly identified, assessed and placed in an appropriate EL program. With this in mind, LEAs can apply temporary entrance procedures that permit the presumption of EL identification based on a student's Home Language Survey and can rely on appropriate follow up, discussion with parents and/or students (as appropriate) in order to provide needed language services. Additional guidance can be found in the OELAS section of the COVID-19 page on the ADE website and is also provided in the following [link](#). The attached *Parental Notification and Consent Form* (PNC) has been updated to reflect current procedures in identifying students during COVID-19 and school building closures. The forms can be found on the OELAS website.

Understanding that it is difficult at this time to have parents and students on campus to complete the *Home Language Survey* and *Parental Notification and Consent Form*, below are some ways LEAs can collect and communicate necessary information for the purpose of identification and placement:

- Mail home the PNC with directions for the parent/guardian to sign and return to the school.
- Call parents to notify, then make a note on the PNC of the date/time/result of the call. *Once in-person school resumes, the parent/guardian will need to sign the PNC that includes AZELLA data before it's filed in a student's cumulative file.*
- Make the PNC fillable so parents can sign electronically using an official signature program such as DocuSign.
- Other – your LEA may develop another procedure for informing parents, documenting, and filing the signed form.

When schools determine students can return to campus to be assessed on the AZELLA, the **original Parental Notification and Consent Form** should be completed to include assessment results, sent to parents, returned to school with needed signature, and placed in the student's cumulative file.

Parent Request for Student Withdrawal from an English Learner Program

The *Parent Request for Student Withdrawal Form* should not be completed and filed in a student's cumulative file for new students without them having taken the AZELLA. If after a parent is notified of their student's initial placement based on temporary entrance procedures, refuses services, please document on the *Parental Notification and Consent Form*. Once a student is assessed and data is available, the LEA must follow up with the parent to discuss results and recommended placement based on those results. If the parent still does not want their qualifying student(s) placed in an EL program, the *Parent Request for Student Withdrawal Form* should be completed, signed, and filed in the student's cumulative file.

EL Data Integrity

Now that School Year 2020-2021 is upon us, it is vitally important that school districts and charter schools submit to AzEDS their respective English learner (EL) program participation data for those EL students who currently qualify and are being placed into EL program services at the beginning of the school year.

OELAS is aware, that due to the COVID-19 crisis, the administration of the Kindergarten Placement Test (KPT) to your incoming kindergarten students and the administration of the AZELLA Placement Test (Grades 1-12) to your newly enrolled students, could be a logistical challenge.

The ADE IT AzEDS Team is going to systematically ease the requirement of a qualifying AZELLA transaction in AzEDS for students who currently do not have a qualifying AZELLA transaction in AzEDS. When these students are being placed into EL program services at the beginning of the school year, these transactions will "Pass Integrity" accordingly.

Arizona English Language Learner Assessment (AZELLA)

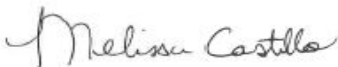
EL Identified Kindergarten and Newly Enrolled Students:

- For your incoming kindergarten and newly enrolled students who you have applied temporary entrance procedures that permit the presumption of EL identification, you may place these students into EL program services at the beginning of the school year. However, a 2020-2021 AZELLA Placement Test will need to be administered to these students once you are able to do so in a safe and secure test environment at a physical location/official LEA building. If an eligible student is not administered a Kindergarten Placement Test by December 15, 2020, the student must wait until the Reassessment window opens in the spring of 2021. During the Reassessment window, the student should be administered the Stage 1 Reassessment.

Continuing EL Students:

Some things to consider when placing your continuing EL students into EL program services at the beginning of the school year:

- If a student **was** administered the Spring 2020 AZELLA Reassessment Test, and as per the EL70 – AZELLA Student Test History Report, the student has an Eligibility Status of **Eligible for EL Services**, then the less than proficient Overall Proficiency Level is valid for student placement into EL program services at the beginning of the school year. This student does NOT require a new AZELLA Placement Test, but will need to participate in the Spring 2021 AZELLA Reassessment Test.
- If a student **was not** administered the Spring 2020 AZELLA Reassessment Test due to school closures for COVID-19, as per the EL70 – AZELLA Student Test History Report, but the student does have an AZELLA Placement Test from 2019-2020 with an Eligibility Status of **Eligible for EL Services**, then the 2019-2020 less than proficient Overall Proficiency Level is valid for student placement into EL program services at the beginning of the school year. This student does NOT require a new AZELLA Placement Test, but will need to participate in the Spring 2021 AZELLA Reassessment Test.
- If a student **was** administered the Spring 2020 AZELLA Reassessment Test, but Eligibility Status was **EL Status Undetermined**, as per the EL70 – AZELLA Student Test History Report, you may place the student into EL program services at the beginning of the school year based on the student's last completed AZELLA test until you are able to administer a new 2020-2021 AZELLA Placement Test in a safe and secure test environment at a physical location/official LEA building.
 - The AZELLA Placement Test Referral Form [English Learner Status Undetermined](#) will need to be completed and placed in the student's cumulative file.
- If a student **was not** administered the Spring 2020 AZELLA Reassessment Test, as per the EL70 – AZELLA Student Test History Report, and the student **does not** have an AZELLA Placement Test from 2019-2020, this student **requires** a new AZELLA Placement Test. You may place the student into EL program services at the beginning of the school year based on the student's last completed AZELLA test until you are able to administer a new 2020-2021 AZELLA Placement Test in a safe and secure test environment at a physical location/official LEA building.
 - Please note that student will display as an EL Group 8 on your respective EL73 – EL Student Need Report. EL Group 8 = Student requires an AZELLA Placement Test due to an outdated AZELLA test record with an EL Need that has not been addressed.



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