

Arizona English Learner Determination and Services



Office of English Language Acquisition Services



(less than Proficient on the most recent AZELLA)

Enrollment: Home Language Survey

A.R.S. § 15-756(A) and R7-2-306 (B)(1)

- Only completed upon initial enrollment in LEA/School
- Transfer within LEA: if the file is transferred, a new HLS is not needed
- May not be altered

EL Services History or Initial Placement

A.R.S. § 15-756(B)

- Timeline: 30-days from start of year or two-weeks from date enrolled (after school starts)

If a primary home language other than English is noted on the HLS:

- Check the student's EL 70 Report for a previous AZELLA test. If test history is current, proceed to *Parent Notification and Consent* form.
- If there is no assessment history, administer an AZELLA Placement test.

This process is only completed upon school enrollment.

Determining Initial Placement for Services:

- *Proficient Score*: the student is considered Initial English Fluent Proficient (IFEP), no services or documentation is required
- *Pre-Emergent/Emergent, Basic, or Intermediate*: the student qualifies for EL services

Parent Notification and Consent

A.R.S. § 15-756(A) and R7-2-306 (B)(1)

- Required annually for all ELs receiving EL services
- May not be altered
- Timeline: 30-days from start of year or two-weeks from date enrolled (after school starts)

Bilingual Parental Waiver Request Application

A.R.S. § 15-753

- ELs must qualify for participation under one of the three Waivers (1, 2, or 3)
- Must be completed annually

Parent Request for Student Withdrawal

ESSA § 1112(e)(3)(A)

- Must be requested by the parent/guardian
- Withdrawal is from EL services, NOT from AZELLA assessment
- Consultation regarding any alternative educational options
- Parent and Administration sign the unalterable form
- EL program services are re-evaluated when a new SEI Model is available (*change in grade, teacher, or school*)
- If withdrawn from EL Services, the LEA will not receive Group B Weight or Title III funding for these ELs.

Enrolled ELs: Compensatory Instruction

R7-2-306(F)(4)(G)(1)

- As needed, offer compensatory instruction to ELs and FEPs (Fluent English Proficient students)
- Use the WICP form for documentation (R7-2-306(E)(1))

Annual Reassessment

A.R.S. § 15-756(A)

- Required annually for all ELs (including ELs who are Parent Withdrawn from services)
- Completed at the end of each school year

After the annual reassessment, if the EL scores overall less than Proficient, they will continue services in the next academic year. Pick-up with the Parent Notification and Consent letter when the new academic year starts.

If Proficient on the AZELLA Reassessment:

Notice of Reclassification

A.R.S. § 15-756(A)

- Only completed once upon a Proficient AZELLA Reassessment test

Monitoring of Fluent English Proficient (FEP) Students

R7-2-306 (I)(1)

- Monitoring academic progress occurs for two academic years after the EL reclassified (FEP Year 1 and FEP Year 2)

*Each form title is linked to the OELAS Forms website. This site houses all the forms required for EL programs and services.