

## Administrative Memo

**Date:** May 28, 2014

**To:** Superintendents, Federal Programs Coordinator, ESL Coordinators

**From:** Shawn Cockrum, Director, Migrant Education and English Language Learning

**Subject:** QS-14-004 – Criteria exiting from a language instruction program for limited English proficient students in Missouri

In an effort to provide additional guidance and clarity to improve the process school districts use in transitioning English language learners from direct language instruction into regular-education settings, the department is outlining how ELL students are reclassified as proficient by districts in Missouri. Reclassification is based on the annual English Language Proficiency (ELP) assessment (*ACCESS for ELLs®*) test results and additional factors.

### Reclassification

Students are reclassified based on one of the following methods:

- The student scores an overall proficiency level of 6.0 on Tier C of the *ACCESS for ELLs®* ELP assessment

or

- The student scores an overall proficiency level of at least 5.0 on Tier C of the *ACCESS for ELLs®* ELP assessment and achieves a proficiency level at least equal to Basic on the state assessment of English Language Arts, AND meets some additional criteria in Table 1

or

- The student scores an overall proficiency level of at least 4.7 on Tier C of the *ACCESS for ELLs®* ELP assessment and achieves a proficiency level at least equal to Basic on the state assessment of English Language Arts, AND meets all of the criteria in Table 1

Table 1 outlines additional criteria beyond an *ACCESS for ELLs®* test score. Evidence should include demonstrations of grade-level proficiency, without the use of adapted or modified English materials or ELL accommodations on standardized measures.

**Table 1**

District benchmark or interim assessments (in multiple content areas)
Writing performance assessments scored with the Missouri standardized rubric
Writing samples
Academic records such as semester and course grades
Agreement between the ESL teacher, classroom teacher(s), other relevant staff and parents/guardians that language is no longer a barrier to the students' ability to access academic content.

Students that meet the criteria of reclassification should be moved from Limited English Proficient (LEP) to Monitored Year 1 (MY1) in the student information system.

*Note: Students with disabilities under the Individuals with Disabilities Education Act (IDEA) should meet the above standards or have Individual Education Plans (IEPs) that specify parallel, alternate standards-related criteria.*

### **Required Monitoring**

Missouri LEAs are required to monitor all students two school years after exit from LEP classification. Districts must keep documentation (state assessment scores, final ELP scores, additional criteria, parental notification) on file throughout the two-year monitoring period.

During this time, LEAs are to provide assistance or support in the general education classroom for all students who struggle academically. LEAs continue to have the responsibility of ensuring that all students are successful in meeting state standards.

### **Required Notification**

Parental notification describing students' English Language Proficiency and supporting evidence should be retained on file. It is expected that parents are consulted prior to their formal notification. There should be consensus among the educators and parents about reclassification, and LEA policy should have procedures to follow when parents wish to have their child maintain LEP status.