

Multilingual Standard Operating Procedures For Language Testing, Academic Audit, and Orienting Potential Multilingual Learners

Task:	Language Testing, Academic Audit and Placement New Entrants (Enrollment: English is not the Language spoken at home)		
Sub-process:	Testing, Records Review, Placement, Coding students in Genesis, & Orientation		
Preceding Task:	<ol style="list-style-type: none"> 1. Enrollment and Home Language Survey is completed. 2. Mr. Sears submits a daily report of new entrants to the Multilingual Division 		
Revision Date	06/05/23 & 9/21/23	SOP Reference #	
Description:	<ol style="list-style-type: none"> 1. Upon completion of the Registration Process, students with Home Language Surveys indicating English is not spoken at home, will be tested by a certified teacher using the WIDA Screener. 2. A record review will also take place for the students coming from other districts in the USA. Placement will be determined based on the completed records review form and testing. 3. For students coming from a non-US school, the student transcript will be translated and aligned to the courses by the Multilingual department designee. For grades 9-12, the transcript audit and course placement will be provided to the Professional School Counselor and uploaded into genesis by the Professional School Counselor. 		
Responsibility:	The Division of Multilingual Education		
Frequency:	As Needed	Timing:	5-45 minutes
Process Steps:	Step 1: Testing after enrollment and the Home Language Surveys are completed.		
	Responsibility	Action	Time-frame
	Certified teacher will arrange a schedule for testing with the Supervisor's and Director's approval.	Testing using the WIDA Screener	Within 48 hours of the completed registration process.
Process Steps:	Step 2: Student Placement,		
	Responsibility	Action	Time-frame
	Designee (Supervisors Monitor) and the Director	Complete the Student Placement Form (K-12) and transcript audit (9-12) Submit the form to the director for review and approval. Transcript audit form and	Immediately after testing has been completed.

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		course placement will be (See SOP for Foreign Transcript Protocol)	
	Designee (Supervisors Monitor) and the Director and Professional Guidance Counselor	Transcript audit form and course placement will be sent to the Professional School Counselor to be added to Genesis	Within 48 hours of completion of the language assessment.
Process Steps:	Step 3: Coding Students		
	Responsibility	Action	Time-frame
	Secretary and Director (Monitors)	Students will be coded in Genesis.	Within 48 hours after testing has been completed (Same day or the day after at the latest) and Student Placement Form is completed.
Process Steps:	Step 4: Orientation for Newcomers (New to the USA)		
	Responsibility	Action	Time-frame
	Coaches, Supervisors, and Director	New entrants and their parents/caregiver/s will report to the district office where the team of certified staff will provide an orientation. The orientation will include how our school district functions in terms of attendance and Board policies (testing, grading, program..etc.).	Once a month