



## OSSE English Language Learners Enrollment Audit

The purpose of the ELL enrollment audit is to verify ELL status of newly identified ELLs that do not have a qualifying ACCESS for ELLs score. This independent verification will be used to inform which students receive UPSFF funding.

### SUBMISSION PROCESS

**OSSE will randomly sample 10% or 5 (whichever is larger) of the October 5<sup>th</sup> identified ELL students that do not have a qualifying ACCESS for ELLs score from each school.** OSSE will request documentation of ELL status in the form of a pre-screener or screener ELL assessment. The pre-screen or screener does not need to be dated before October 5<sup>th</sup> but does need to be completed within one year before the ELL enrollment audit begins.

**For each student sample, LEAs must submit one piece of evidence from Table I. Allowable Assessments and Documentation.**

Each piece of the assessment evidence must capture the following identifying information:

- School
- Student Name
- Student ID Number
- Date of Birth
- Grade Level
- Primary Language
- Student English Language Proficiency Level (ELP)

**Table I. Allowable Assessments and Documentation**

Grade Level	Assessment Tool	Description	Acceptable Evidence
Head Start and Pre-K Only	Pre-IDEA Oral Language Proficiency Test (Pre-IPT)	The <b>Pre-IPT</b> Oral English Test is designed for preschool children who are not used to taking test. It is designed to assist in the initial designation of 3, 4, and 5 year olds as Non, Limited, or Fluent English Speaking.	Pre-IPT Oral Test Booklet Cover Page
Pre-K and Kindergarten	Kindergarten W-APT (K-WAPT)	The kindergarten W-APT ( <b>K-WAPT</b> ) is not able to assign scores across the full range of WIDA ELP levels 1-6. Instead, scores for Speaking and Listening are	K-WAPT Summary Scoring Sheet



		marked as showing low, mid, high, or exceptional proficiency.	
1 <sup>st</sup> Grade-12 <sup>th</sup> Grade	WIDA ACCESS Placement Test (W-APT)	The <b>W-APT</b> yields an overall composite score based on the language domains tested in grades 1 through grade 12.	W-APT Scoring Sheet
1 <sup>st</sup> Grade-12 <sup>th</sup> Grade	WIDA MODEL (Measure of Developing English Language)	The WIDA <b>MODEL</b> yields an overall composite score based on the language domains tested in grades Kindergarten through grade 12.	WIDA MODEL Scoring Sheet
Adult Programs	TABE CLAS-E *For adult ELL students who do not take TABE CLAS-E, the LEA may submit a sample test and rubric that identifies ELL status.		Individual Student Report

**OSSE may request a secondary piece of evidence from Table II to verify ELL status.**

**Table II. Additional Evidence to Verify ELL Status**

Documentation	Purpose
Home Language Survey (HLS)	The HLS is an initial identification tool used to determine a primary or home language other than English.
NCLB Parent Notification Letter	Parents of English Language Learner students participating in an alternative language instructional program must be notified within 30 days of the beginning of the school year.
Student Schedule of ESL Services	Identifies students ESL course load for each semester and/or school year.

OSSE will provide DC Public Schools (DCPS) and the Public Charter School Board (PCSB) with a list of randomly selected students. DCPS and PCSB will collect the required documents from schools and LEAs, respectively. Both DCPS and PCSB will upload requested documents to their FTP accounts. It is expected that DCPS will submit samples grouped by school; and PCSB will submit samples that are grouped by LEAs. All documentation must be submitted to OSSE no later than November 5<sup>th</sup>.

For additional information on the process of how DCPS and PCSB will collect documentation, please contact [john.petersen@dc.gov](mailto:john.petersen@dc.gov) or [ndeveaux@dcpcsb.org](mailto:ndeveaux@dcpcsb.org).

### **VALIDATION AND RESOLUTION PROCESS**

The timeline for OSSE to validate documents is from November 6<sup>th</sup> -15<sup>th</sup>. If the initial requested documentation is insufficient or missing, OSSE may request additional pieces of evidence from **Table II. Additional Evidence to Verify ELL**

**Status to verify ELL status.** OSSE will send preliminary summaries to LEAs the week of November 16<sup>th</sup>-21<sup>st</sup>. At this time, LEAs may submit additional evidence as need.

**If two or more students** identified as ELL in the October 5<sup>th</sup> sample count **lack appropriate documentation** then all students identified as ELL by the school in the October 5<sup>th</sup> count will need documentation prior to certification of their status. If fewer than two students have incomplete or inadequate documentation in the sample, then all submitted students that haven't been found to have errors will be verified as ELL for the audit.

If a student is identified in SLED as ELL after the October 5<sup>th</sup> count, the LEA may still seek funding for that student through the appeals process. The LEA will be required to show the appropriate status through the pre-screener or screener assessment as described above. The school will be paid the Uniform Per Student Funding Formula supplemental amount for ELL based on all verified ELL students at the end of the enrollment audit process.

**APPEALS PROCESS**

OSSE will release pre-appeals, post audit ELL report (and general audit) to LEAs on November 28th. **LEAs have until December 6<sup>th</sup>** to appeal OSSE's audit findings.

Additionally, if LEAs identify ELL students after the October 5<sup>th</sup> count, the LEA may still seek UPSFF funding through the appeals process in December. The LEA will be required to follow the procedures described above.

**TIMELINE**

Task	Date
ELL Enrollment Audit Webinar Training	October 25 <sup>th</sup>
Submission deadline for review and approval of assessment tool(s) used for adult ELL students other than TABE CLAS-E; due to <a href="mailto:osse.enrollmentaudit@dc.gov">osse.enrollmentaudit@dc.gov</a> .	October 28 <sup>th</sup>
OSSE provide DCPS and PCSB with list of sample students.	October 29 <sup>th</sup>
DCPS and PCSB upload required documentation (Assessment Reports) of sample students to FTP sites.	November 5 <sup>th</sup>
OSSE review documents and audits ELL enrollment sample.	November 6 <sup>th</sup> -15 <sup>th</sup>
Resolution process (OSSE sends preliminary summary and LEAs submit additional evidence; as needed).	November 16 <sup>th</sup> -21 <sup>st</sup>
OSSE releases pre-appeals, post-audit ELL report (and general audit) to LEAs.	November 28 <sup>th</sup>
Deadline for LEAs to submit audit appeals (and general audit)	December 6 <sup>th</sup>

**QUESTIONS**

Please email [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov) for questions or concerns.