

English Learner/Title III-A Program Important Dates

Important dates, including reporting requirements starting with beginning of school year. For tasks marked with an asterisk (*), DEED will contact districts if applicable to them.

Deadline	Task
Beginning of School	Ensure Appropriate Staff are Trained in EL Identification Procedures (general guide; follow district-specific procedures) and Complete WIDA Screener Training
August 31	Submit Immigrant Grant Summary Report (if received previous SY)
August 31	Previous-Year WIDA Professional Learning Offerings Expire (finish any partially completed workshops before this date)
September 1	New WIDA Professional Learning Offerings Become Available
September 1	Updated ACCESS for ELLs Assessment Training Becomes Available
First 30 Days of School	Based on Home Language Surveys , Screen Potential New ELs and Identify as Appropriate
First 30 Days	Distribute Annual English Learner Parent Notifications (newly identified ELs and previously identified ELs)
First 30 Days (recommended)	Distribute ACCESS Score Reports (annual parent notifications are a good way to accomplish this)
Ongoing	Screen New Potential ELs and Identify as Appropriate (within 30 days of enrollment), and Distribute Parent Notifications (within 2 weeks of placement in EL program)
Ongoing	Submit EL History Requests as Needed to Education Associate II , via ZendTo
Fall	*Submit Immigrant Grant Proposal (if qualifying)
Fall	*Submit Immigrant Grant Budget (if recipient)
Early November	*Submit LEA CPR
Mid-November	Report EL status in Fall OASIS (be sure to verify correct status based on Summer OASIS and most recent ACCESS for ELLs results)
Mid-November	Order ACCESS for ELLs Materials in WIDA AMS
Late November	*Submit ACCESS for ELLs Pre-ID File, if Appropriate
December 31	Submit Application for ACCESS for ELLs Alternate Scoring (if applicable)
January 31	Ensure all ACCESS Test Administrators have Completed Relevant ACCESS for ELLs Training and have Signed Appropriate Test Security Agreements
Feb. 1 – March 31	ACCESS Test Window
February	Order Additional ACCESS for ELLs Materials in WIDA AMS (if needed)
Early April	Return ACCESS for ELLs Test Materials to DRC
April	Annual ESEA Consolidated Application Workshop
Spring/Summer (recommended)	Review/Update EL Plan of Service (if applicable) and District EL Procedures
May 1	*Submit EL Plan of Service for approval (if expiring)
Late May	Online ACCESS for ELLs Student Score Reports Available in WIDA AMS
Late June	Paper ACCESS for ELLs Student Score Reports Sent to Districts
Late July	Report Relevant EL/Immigrant information in Summer OASIS (be sure to verify correct status based on Fall OASIS and most recent ACCESS for ELLs results)
Summer	Updated DEED EL Guidance released as appropriate

Note: Several templates are linked. Districts may have their own, slightly different forms. Use district forms, unless non-compliant.