

CEC 32 IEP and ELL Parent Forum

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Agenda

- Welcome and Introductions
- Parent Rights regarding ELL Identification
 - Completion of Home Language Identification Survey and Individual Interview
 - NYSITELL administered to the student if needed.
 - Written notification of the student's ELL Identification status.
 - Parent orientation to the three models available to ELLs if the student is eligible.
 - Student placement into an ELL program.
- Q&A

Objective for Today's session

Participants will become familiar with opportunities for services regarding the education of English Language Learners



Upon entry into the NYC DOE Public School System...

Language ID Guide & Multilingual Welcome Poster

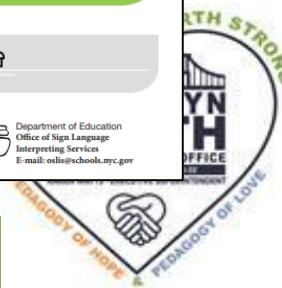
- Parents will notice the Multilingual Welcome Poster upon entry to the Welcome Center and any NYC DOE Public school.
- Translation services in a parent's preferred language are provided to each parent.
- Translation services are provided by staff at the NYC DOE facility/school or over the phone through the NYC DOE Translation and Interpretation Unit.

Ek is'n Afrikaans-spreker	Parlo Italiano	ਮੰ ਪੰਜਾਬੀ ਬੋਲਦਾ/ਦੀ ਹਾਂ	<p>DOE Staff: Show this guide to parents who may need language assistance. Call the DOE's Translation and Interpretation Unit for an interpreter over the phone.</p> <p>ENGLISH: Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.</p> <p>ARABIC أشير إلى لغتك. سوف يتم الاتصال بمترجم شفوي. ويتم توفير المترجم لك مجاناً.</p> <p>BENGALI আপনার ভাষাটি দেখিয়ে দিন। একজন সোভাষী ডেকে আনা হবে। সোভাষীর জন্য আপনারকে কোন অর্থ পরিশোধ করতে হবে না।</p> <p>CHINESE 指一指您說的語言。我們將給一名口譯人員打電話。該口譯人員免費向您提供服務。</p> <p>FRENCH Montrez la langue que vous parlez. On appellera un interprète. Cette personne sera mise à votre service gratuitement.</p> <p>HAITIAN CREOLE Montre nou ki lang ou pale. N ap rele yon entèpretr pou ou. Ou pa gen pou peye pou entèpretr la.</p> <p>KOREAN 원하시는 언어를 가리켜 주십시오. 통역에게 전화를 연결하겠습니다. 통역은 무료로 제공됩니다.</p> <p>SPANISH Señale su idioma. Se le proporcionará un intérprete sin costo alguno.</p> <p>RUSSIAN Укажите свой язык. Вам будут предоставлены бесплатные переводческие услуги.</p> <p>URDU اپنی زبان کی طرف اشارہ کریں۔ ایک ترجمان کو بلا یا جائیے گا۔ یہ ترجمان آپ کے لیے بالکل مفت فراہم ہوگا۔</p> <p>NYC Department of Education Translation & Interpretation Unit</p>
AFRIKAANS	ITALIAN	PUNJABI	
Une flas shqip	わたしは日本語を 話します	Nagsasalita ako ng Pilipino	
ALBANIAN	JAPANESE	TAGALOG	
Mbedé haala Fulani	Gnee Maninka Kan Fola	Ngai bo keth shey kyiyoy	
FULANI	MANDINGO	TIBETAN	
Miláw Ελληνικά	म नेपाली बोल्छु	Türkçe konuşuyorum	
GREEK	NEPALI	TURKISH	
දු පුවතැති බෝ පු පු	زه پښتو خبرې کوو	Meka Twi	
GUJARATI	PASHTO	TWI	
תּרבוּד מ יא תּרבוּע	Mówię po polsku	Я розмовляю українською	
HEBREW	POLISH	UKRAINIAN	
मं हिन्दी बोलता हूँ	Falo português	Men o'zbekcha gapiraman	
HINDI	PORTUGUESE	UZBEK	

<p>HELLO!</p> <p>Looking for assistance? The New York City Department of Education can help you in your own language!</p>	<p>您好!</p> <p>要找人幫忙嗎? 紐約市教育局可以您的母語幫助您!</p> <p>您好!</p> <p>您需要援助嗎? 紐約市教育局可以您的母語幫助您!</p>
<p>¡HOLA!</p> <p>¿Necesita ayuda? ¡El Departamento de Educación de la Ciudad de Nueva York puede asistirlo en su idioma!</p>	<p>হ্যালো!</p> <p>সহাযতা চাইলে? নিউ ইয়র্ক সিটি ডিপার্টমেন্ট অফ এডুকেশন আপনার ভাষায় সহাযতা করতে পারে!</p>
<p>ALO!</p> <p>Ou bezwen ed? Depatman Edikasyon Vil Nouyòk kapab ede nan pwop lang ou pale a!</p>	<p>مرحباً!</p> <p>تېست عن مساعده؟ يمكن لإدارة التعليم لمدينة نيويورك أن تساعدك بلغتك الأصلية!</p>
<p>BONJOUR!</p> <p>Avez-vous besoin d'aide? Le Département de l'Éducation de la Ville de New York peut vous aider dans la langue que vous parlez!</p>	<p>پیلو!</p> <p>مده درکار پیر؟ نیویارک شهر محکمته تعلیم آپکی لهی زبان میں آپکی مده کرسکتا پیر!</p>
<p>ЗДРАВСТВУЙТЕ!</p> <p>Нужна помощ? Департамент образования г. Нью-Йорк готов оказать вам содействие на вашем языке!</p>	<p>안녕하세요!</p> <p>도움이 필요하십니까? 뉴욕시 교육청에서는 한국어로 도움을 드릴 수 있습니다!</p>

NYC Department of Education
Office of Sign Language Interpreting Service
Translation & Interpretation Unit

Department of Education
Office of Sign Language Interpreting Service
E-mail: oisls@schools.nyc.gov



Parent Guide to Language Access brochure and “I Speak...” Card



HELLO

NYC Public Schools speak your language!

Parents have the right to receive information or communicate with a staff member at their school or office of the Department of Education (DOE) in their language. Learn more by visiting schools.nyc.gov/hello or by calling 311.

You may also cut out the “I Speak” card below and bring it with you when you visit your child’s school or DOE office to request assistance in your language.

We want to hear about your experience with language services at your school. Call the DOE at (718) 935-2013 or email Hello@schools.nyc.gov.



HOLA

¡Las escuelas públicas de la Ciudad de Nueva York hablan español!

Los padres tienen derecho a recibir información o comunicarse con el personal de las oficinas del Departamento de Educación (DOE) en su idioma. Obtenga más información en schools.nyc.gov/hello o llame al 311.

También puede recortar y presentar su tarjeta “I Speak Spanish”, que se encuentra en esta guía, para solicitar ayuda en español cuando visite la escuela de su hijo o una oficina de la DOE.

Queremos saber cómo ha sido su experiencia con los servicios de idioma en su escuela. Llame al DOE al (718) 935-2013 o envíenos un correo electrónico a Hello@schools.nyc.gov.



ELL Identification Process

- Families of students that are new to the New York State public school system go through an English Language Learner (ELL) Identification Process. Translation services should be provided for parents during this process. If a staff member at the school is not available in the parent's preferred language to translate, the Language and Translation unit can be called in by the school for over the phone translation services.
- The ELL Identification Process includes the following:
 - Completing a Home Language Identification Survey (HLIS) in the parents preferred language and an individual interview.
 - NYSITELL administered to the student if needed.
 - Written notification of the student's ELL Identification status is sent to parents.
 - Parent orientation which includes an explanation of the three models available to ELLs is offered (if student is eligible for ELL services)
 - Student placement into an ELL program.



Dear Parent or Guardian,

In order to provide your child with the best education possible, we need to determine how well he or she understands, speaks, reads, and writes English. In order to keep you informed, we would like to know your language preference when receiving important information from the school. Your assistance in answering the questions below is greatly appreciated. Thank you.

PART 1. NYSITELL ELIGIBILITY

This information provided below will be used along with other information provided to determine your child's home language and eligibility for the New York State Identification Test for English Language Learners (NYSITELL). Check (V) the box that applies. If another language is used, please specify.

- 1. What language(s) does the child understand? English Specify Other Language
2. What language(s) does the child speak? English Specify Other Language
3. What language(s) does the child read? English Specify Other Language Does not read
4. What language(s) does the child write? English Specify Other Language Does not write
5. What language is spoken in the child's home or residence most of the time? English Specify Other Language
6. What language does the child speak with parents/guardians most of the time? English Specify Other Language
7. What language does the child speak with brothers, sisters, or friends most of the time? English Specify Other Language
8. What language does the child speak with other relatives or caregivers (e.g., babysitters) most of the time? English Specify Other Language

PART 2. PRIOR EDUCATIONAL INFORMATION

Responses to these questions will be used for instructional planning. Enter the information for each of the following questions concerning your child.

- 1. Is this the first time the child has attended a school in the United States? Yes No If NO, answer questions below:
Where did he/she go to school?
How long did he/she attend school?
How many hours each day?
How many years of school did he/she attend?
Which language was used for instruction?
Has there ever been a time when your child missed school for an extended time? If yes, please describe.
2. Has the child attended school in another country? Yes No If YES, answer questions below:
Where did he/she go to school?
How long did he/she attend school?
Which language was used for instruction?
3. Did the child participate in any group experience prior to entering school (e.g., daycare, pre-school)? Yes No If YES, what language was used?
4. Does the child use any other form(s) of communication, such as American Sign Language or Augmentative Communication Device (e.g., communication board-manual/electronic)? Yes No If YES, specify:

PART 3. PARENT INFORMATION

Responses to these supplementary questions will be used so that the NYC Department of Education can communicate with you in the language of your choice.

- 1. In what language would you like to receive written information from the school?
2. In what language would you prefer to communicate orally with school staff?

Parent/Guardian Signature Date

Home Language Identification Survey (HLIS) and Individual Interview

- The purpose of the HLIS is to determine the home language of the student. This survey asks basic questions like:
What language does the child understand?
What language does the child read?
What language does the child write?
By using the responses to these questions coupled with the results of the individual interview, the teacher conducting the process will determine the home language of the student.
The HLIS is available in 10 languages. These languages include Arabic, Bengali, Chinese, English, French, Haitian Creole, Korean, Russian, Spanish, Urdu. The HLIS should be provided to parents in their preferred language.
If the language is a low-incidence language, the Translation and Interpretation Unit is engaged in the process to ensure it is completed in the parent's preferred language.



**New York State Identification Test
for English Language Learners**

NYSITELL

Guide to the NYSITELL

Levels I–VIII

2018 Edition

New York State Identification Test for English Language Learners (NYSITELL)

- If the student has a home language that is other than English, the teacher will determine if the student should be tested for language acquisition services. This decision is made by interpreting the results of a grade level assessment administered to the student.
- If it is determined that the student should be tested for language acquisition services, the student will take the New York State Identification Test for English Language Learners (NYSITELL). The results of this assessment will determine the student's entitlement for ELL services. If the student receives **Entering**, **Emerging**, **Transitioning**, or **Expanding**, the student will receive ELL mandated services. If the student scores **Commanding**, the student will not receive mandated ELL services.
- If the student is entering the NYS public school system for the first time in grades K-12 and has an IEP from another state, from a private school in NYS, or from an early childhood facility, the Language Proficiency Team will determine if the student should be tested for language acquisition services.



CR Part 154-2 (K-8) English as New Language (ENL) Units of Study and Staffing Requirements

All ENL classes, including Integrated and Stand-alone offer home language support.

ENGLISH PROFICIENCY LEVEL	ENTERING (Beginning)	EMERGING (Low Intermediate)	TRANSITIONING (Intermediate)	EXPANDING (Advanced)	COMMANDING (Proficient)
ENL INSTRUCTIONAL TIME (MINIMUM)	2 units of study <i>per week</i> (360 min.)	2 units of study <i>per week</i> (360 min.)	1 unit of study <i>per week</i> (180 min.)	1 unit of study <i>per week</i> (180 min.)	Former ELLs must continue to receive services for an additional two years
STAND-ALONE ENL	1 unit of study in ENL (180 min.)	.5 unit of study in ENL (90 min.)			
INTEGRATED ENL	1 unit of study in ENL/ELA (180 min.)	1 unit of study in ENL/ELA (180 min.)	.5 unit of study in ENL/ELA (90 min.)	1 unit of study in ENL/ELA or other Core Content Area (180 min.)	
FLEXIBILITY		.5 unit of study can be STAND-ALONE ENL <i>or</i> INTEGRATED ENL/Core Content Area (90 min.)	.5 unit of study can be STAND-ALONE ENL <i>or</i> INTEGRATED ENL/Core Content Area (90 min.)		.5 unit of study per week of INTEGRATED ENL in ELA/Core Content Area, <i>or</i> other approved Former ELL services for two additional years*
TOTAL	360 minutes per week	360 minutes per week	180 minutes per week	180 minutes per week	
STAFFING/ PERSONNEL	STAND-ALONE ENL K-12 Certified ESOL teacher		INTEGRATED ENL – 1 Dually Certified Teacher ESOL and Common Branch (K-6) or Content Area (7-8) teacher who holds both certifications INTEGRATED ENL – 2 Individually Certified Teachers (Co-teaching) A certified ESOL teacher and a K-6 certified elementary school teacher A certified ESOL teacher and a 7-8 certified content area teacher (ELA, Math, Science, or Social Studies)		
The maximum allowable grade span for grouping instruction in grades K-12 English as a New Language or Bilingual Education classes is two contiguous grades, except for English Language Learners in a Special Education class, as defined by section 200.1(uu) of this Title. All programs must be provided during the school day.					

**Other services that are approved by the NYS Commissioner that monitor and support the student's language development and academic progress.*

Core Content Area shall mean ELA, Math, Science, and Social Studies. One unit of study = 180 minutes of instruction per week per year.

Mandated Minutes of Service

Parent Notification



MIRZA VAHIDUZZAMAN
Deputy Chief Academic Officer

Entitlement Letter

Date: [Enter Date]

Dear [Enter Name]:

Based on your responses to the Home Language Identification Survey completed at registration and the results of an individual interview, your child, **(Enter full name)**, was tested on **(Enter Date)** using the New York State Identification Test for English Language Learners (NYSITELL). The results of the NYSITELL determine your child's level of English language proficiency and eligibility to receive English Language Learner (ELL) services. Your child scored at the **(Enter Proficiency Level)** level on the NYSITELL (see explanation below). This entitles your child to receive English Language Learner (ELL) services in a Bilingual Education program, or an English as a New Language program.

- **Entering (Beginning):** The student has great dependence on supports and structures to advance his or her academic language skills and has yet to meet the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts within this grade level.
- **Emerging (Low Intermediate):** The student has some dependence on supports and structures to advance his or her academic language skills and has yet to meet the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts within this grade level.
- **Transitioning (Intermediate):** The student shows some independence in advancing his or her academic language skills, but has yet to meet the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts within this grade level.
- **Expanding (Advanced):** The student shows great independence in advancing his or her academic language skills and is approaching the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts within this grade level.

It is important that you attend the **parent orientation** so that you can learn about the different English Language Learner programs and services that are available for your child.

In New York State, schools are required to hold orientations for families of newly enrolled ELLs to inform parents and guardians about the different ELL programs available in their schools or district. At the orientation, you will receive information and materials in your home language about ELL programs and you will be able to ask questions about ELL services, with assistance from an interpreter, if needed. At the end of the orientation, you will fill out an ELL Parent Orientation Checklist to confirm that you have the information needed to make decisions for your child. In addition, you will also receive an ELL Student Placement form that will allow you to make a final decision regarding the services that your child will receive. This information will be made available in your home language.



Division of Multilingual Education
Mirza
Deputy Chief

Non-Entitlement Letter (After NYSITELL)

Date: **(Enter Date)**

Dear **(Enter Name)**:

Based on your responses to the Home Language Identification Survey completed at registration and the results of an individual interview, your child, **(Enter Name)** was tested on **(Enter Date)** using the New York State Identification Test for English Language Learners (NYSITELL). The results of the NYSITELL determine your child's level of English language proficiency and eligibility to receive English Language Learner (ELL) services.

Your child scored at the "Commanding / Proficient" level on the NYSITELL, indicating that your child is English language proficient and is not an ELL. Therefore, your child is not required to receive ELL services. Please keep this letter for your records. The school will maintain a copy in your child's cumulative folder.

If you believe your child's ELL status should be reviewed and / or reassessed, contact your school at your earliest convenience to further discuss this matter. You must make this contact within 30 days of your child's enrollment in school if you want your child's ELL status to be reviewed and reassessed.

If you have any further questions, please contact **(Enter Name)** at **(Enter Phone Number)**.

Sincerely,

Principal

- If a student is administered the NYSITELL, written notification of the student's ELL status must be received by the parent within 5 school days.
- The Entitlement letter will be sent if the student is entitled to ELL services. If the student is not entitled to ELL services, the parent will receive the non-Entitlement letter.

Parent Orientation

- Parents of students that are determined to be ELLs as a result of the NYSITELL must be provided a parent orientation.
- This parent orientation includes a video created by NYS that provides information regarding the 3 program models offered to ELLs. The 3 program models are **English as a New Language, Transitional Bilingual Education, and Dual Language**. This video goes in depth with the goals, the allocation of language during instruction, and instructional expectations of each of the programs. The default placement is bilingual (if a program is available in the student's home language).
- At the end of the parent orientation, parents will be asked to complete the ELL Parent Survey and Program Agreement form indicating the program they agree to place their child in.
- Parents have the option to an ELL transfer if the current school does not have the program model the parent agrees to place the student into. If an ELL transfer is pursued, the current school must service the student in the program model available at the school until the transfer is complete.



Division of Multilingual Learners
Mirza Sánchez-Medina
Deputy Chief Academic Officer

ELL Parent Survey and Program Agreement

School District/Borough/Number (6-digit) Student ID: Today's Date:

Your child (Enter Full Name) who is enrolled in grade (Enter grade) at (Enter School Info) has been identified as entitled to receive English language learner (ELL) services (bilingual education and/or English as a new language).

There are 2 types of bilingual education programs:

- In **dual language (DL)** programs, students are taught in two languages: English and their home language, such as Spanish, Chinese, or French, among others. The goal of this program is for students to be able to read, write, and speak in both English and their home language. In dual language classes, the home language and English are used equally. Even after your child is no longer an English language learner, he/she will remain in the program to continue to learn in and develop both languages. This program includes an English as a new language class.
- **Transitional bilingual education (TBE)** programs include reading, writing, and other classes in English and in your child's home language. As students' English improves, time spent learning in English increases and time spent learning in the home language decreases. Once your child is no longer identified as an English language learner, he or she will exit the program. This program includes an English as a new language class.

All ELLs receive the following:

- In **English as a new language (ENL)** programs, students are provided instruction in English with support in the students' home language so that your child can learn to read, write, and speak English. Students in this program can come from many different language backgrounds, and English may be the only common language among them.

If there are not enough students to create a bilingual education program at the school in which the student is enrolled, you may be eligible for transportation to a school within the district that has such a program (in accordance with guidelines established by the Office of Pupil Transportation). If there is no bilingual education program available, your child will be placed in an English as a new language program. If there is a bilingual program available in your school, your child will be placed in that program unless you choose to opt out of the bilingual program. **ENL is mandated and you may not opt out of ENL as per New York State Education Department.**

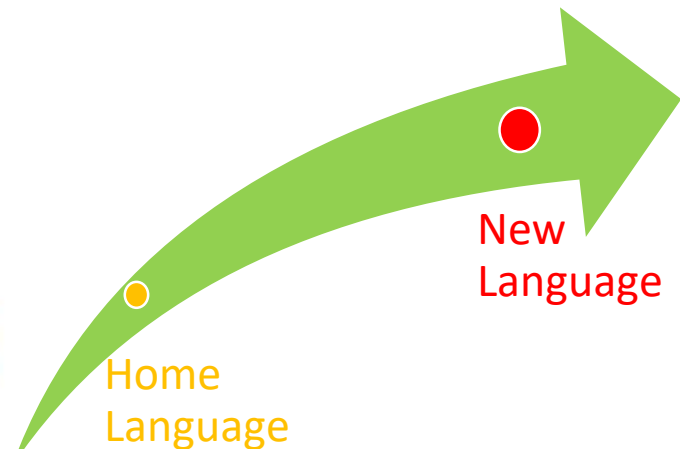
Student Placement

- After the parent orientation, students will be placed into an MLL/ELL program.
- In each program, ELLs will receive mandated minutes of service based on their proficiency level. The proficiency levels are **Entering, Emerging, Transitioning, Expanding**.
- Each proficiency level determines the amount of mandated minutes the students will receive, and the minute type. There are two minutes types. The minute types are **Stand-Alone ENL** and **Integrated ENL**. The main difference between these two minute types lies in the teacher providing the instruction.
- Stand Alone: One Teacher certified in ESOL
- Integrated ENL: One Teacher certified in ESOL and common branch/content area
or
one teacher certified in ESOL and one teacher certified in common branch/content area
- The description above relates to **English as a New Language Services**.

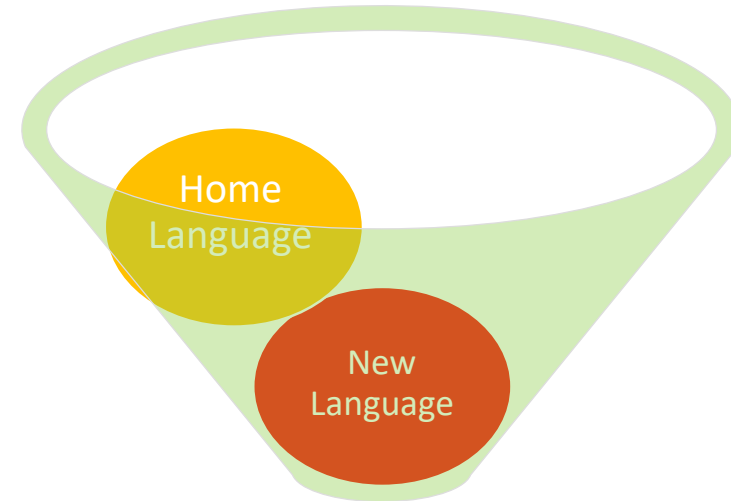
Student Placement

- There are two types of bilingual programs offered by New York City. These programs are **Transitional Bilingual Education (TBE)** and **Dual Language (DL)**. These programs differ in both goals of the program and student population. Students placed in a bilingual program will receive the services mentioned in the previous slide plus content areas offered bilingually.

Transitional Bilingual Education

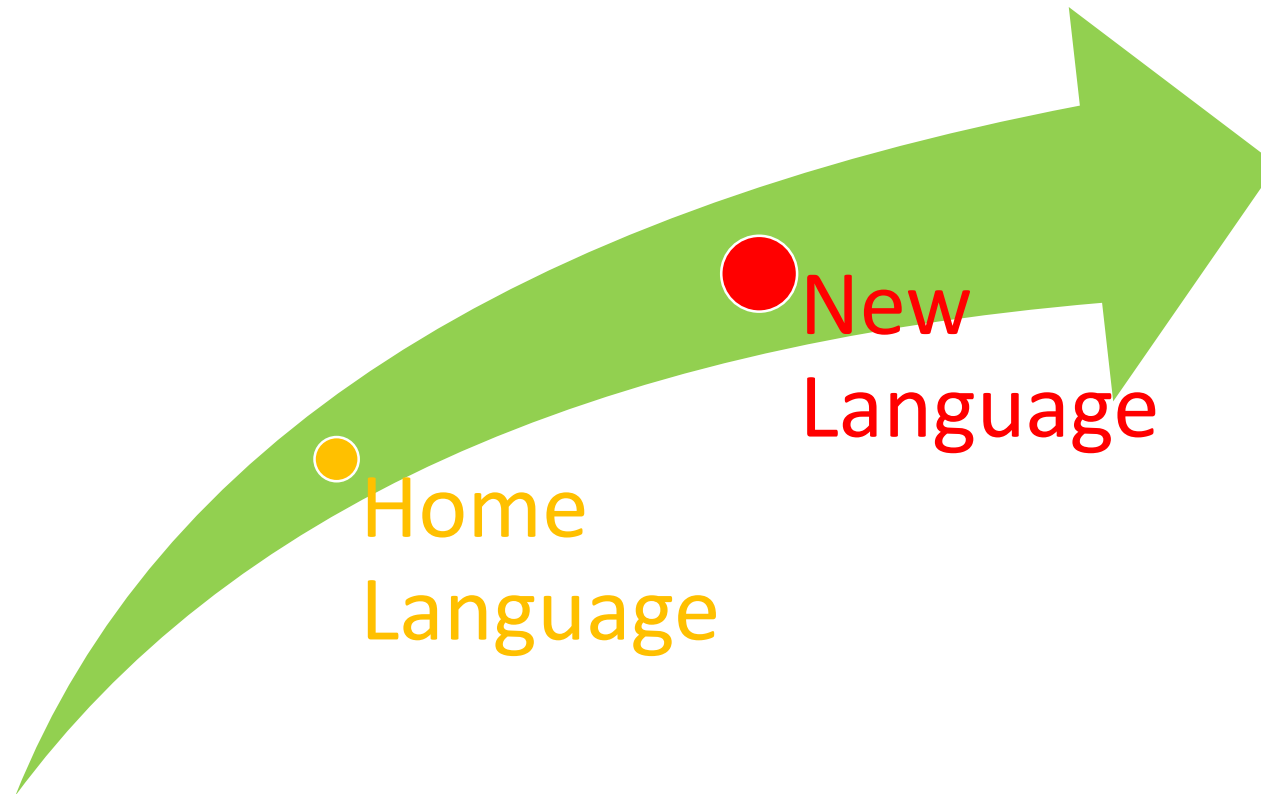


Dual Language



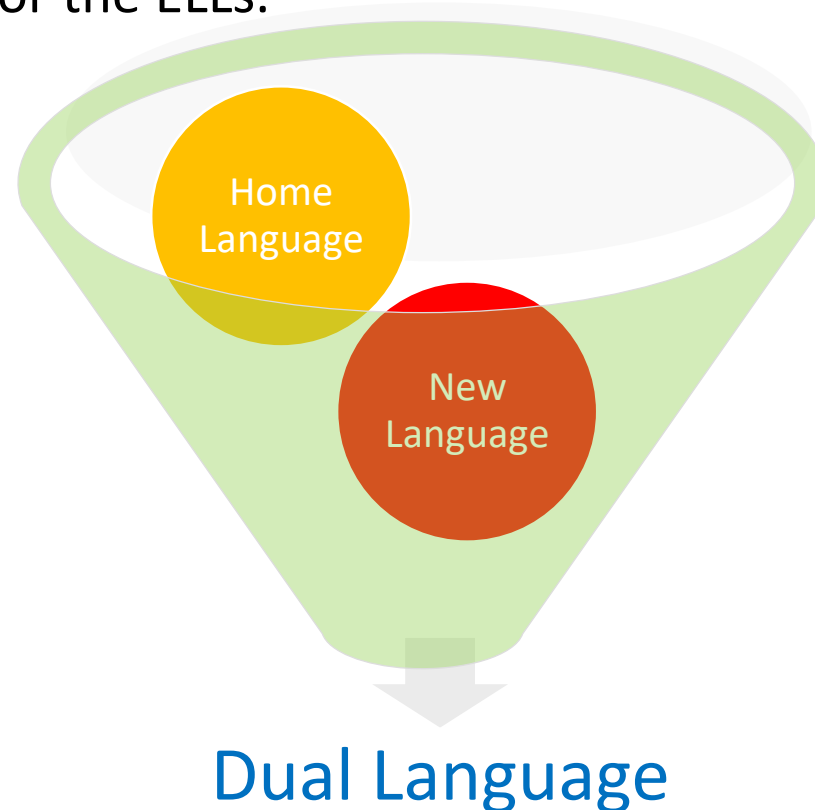
Student Placement

- **Transitional Bilingual Education:** The goal of a TBE program is English proficiency. The premise of this program is the student's L1 skills transfer to the L2 over time. The student composition in a TBE program is all ELLs.



Student Placement

- **Dual Language:** The goal of a DL program is biliteracy and bilingualism. The student will be able to read, write, speak, and listen in both the home language and the target language equally. The student composition is both ELLs and English proficient students. The ELLs are language role models for the English proficient students, and the English proficient students are language role models for the ELLs.



New York State English as a Second Language Achievement Test (NYSESLAT)

- The NYSESLAT is a yearly exam that measures the growth of English language acquisition of English Language Learners.
- The multi-part exam assesses the student's abilities in reading, writing, listening and speaking.
- The exam is administered in the Spring.
- A student can exit mandated ELL services through the NYSESLAT in the following ways:
 - Scoring Commanding on the NYSESLAT
 - Scoring Expanding on the NYSESLAT and either a 3 or 4 on the Standardize ELA assessment in grades K-8
 - Scoring Expanding on the NYSESAT and a 65 or above on the ELA regents in grades 9-12.
- Students that exit ELL services will receive language acquisition support for an additional two years. This includes 90 minutes of instructional support and testing accommodations.
- Parents cannot opt their children out of mandated ELL services because it is a federal mandate.

Keeping Parents Informed

- Parent Orientation Meeting: During the parent orientation, the school will provide the parents with the parent brochure, school expectations, information on Next Generation Learning Standards and more.
- Mandated Annual Parent Meeting: An annual parent meeting is required to take place between the school and the parents of all English Language Learners.
 - During this meeting, the school will discuss the progress of the student, area of strength and areas of enhancement.
- All school communication is expected to be sent to parents in their preferred language.
- The Parent Coordinator and the Language Access Coordinator are the major points of contact for parents in schools.

Keeping Parents Informed

- The Field Language Access Coordinator is the liaison between the Brooklyn North Borough City-Wide Office and the Language Access Coordinator.
- Each school with 30 or more ELLs receives Title III LEP funds. These funds are used to provide supplemental programs either before school, after school, weekend, or during school recess.
- One of the required components of the program is parental engagement. In this component, schools design way to keep parents informed and engaged in the education of their children.
- The school writes a Language Allocation Policy. This document outlines the policy and instructional plan for ELLs. A Parent is part of the team of individuals that writes this document.

Parent Support During the Pandemic

- Parents of students new to the New York State Public School system that have opted into remote learning as their learning preference, have the option to complete the provisional ELL identification process virtually.
- Provisional ELL identification is temporary and must be fully completed upon the student's return to in-person learning. This includes the formal completion of the HLIS including parent signatures and the administration of the NYSITELL.
- Provisional ELL identification includes the following:
 - Determination of a provisional home language
 - Completion of the NYSITELL waiver
 - Completion of the parent orientation

Additional Resources

- Translated Supports for Blended Learning:

<https://www.schools.nyc.gov/learning/multilingual-learners/translated-support-for-remote-learning>

- Helpful Links for Families of English Language Learners:

<https://www.schools.nyc.gov/learning/multilingual-learners/helpful-links-for-families-of-english-language-learners>

- Program Options:

<https://www.schools.nyc.gov/learning/multilingual-learners/programs-for-english-language-learners>



Q&A

Thanks for coming!

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