



## English Language Learners Portion of Enrollment Audit

OSSE will conduct an independent verification of the ELL status of students. This ELL status will be used to inform UPSFF funding for students.

The auditing process will be as follows:

1. OSSE will create a file of all students identified as ELL in the October 5<sup>th</sup> SLED data count. A student that has not been identified as ELL in the October 5<sup>th</sup> count – or has not been logged in the discrepancies tool— will not be identified as ELL until the appeals process.

Information on ELL coding can be found on the OSSE website at the following link:  
<http://osse.dc.gov/Data>

2. OSSE will automatically certify as ELL any student with a qualifying score on the ACCESS exam from the prior 12 months.
3. OSSE will randomly sample 10% or 5 students (whichever is larger) of the October 5<sup>th</sup> identified ELL students that do not have a qualifying ACCESS scores from each school. OSSE will request documentation of ELL status in the form of a completed pre-screen or screener ELL assessment that has been approved by OSSE. The pre-screener 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 in late October. The allowable ELL assessments include:
  - a. W-APT: WIDA – ACCESS Placement Test
  - b. K-WPAT: Kindergarten WIDA – ACCESS Placement Test
  - c. WIDA MODEL: Measure of Developing English Language
  - d. Pre-IPT: Pre-IDEA Oral Language Proficiency Test (3-5 year olds)
  - e. TABE CLAS-E (Adult English Language Learners)

For adult ELL students who do not take TABE CLAS-E, the LEA may submit a sample test and rubric that identifies ELL status of these adult ELL students for approval by OSSE's ELL team. Upon approval, this assessment may also be considered allowable.

Email [OSSE.EnrollmentAudit@dc.gov](mailto:OSSE.EnrollmentAudit@dc.gov) for more information.

Though the Home Language Survey does not establish ELL status, it can be used as a secondary piece of documentation to justify the initial screening of ELL status. OSSE may request a copy of the Home Language Survey if further verification of initial screening is needed.

4. OSSE will notify LEAs of the randomly sampled students and review the sampled students for adequate documentation (scoring sheets from the tests listed in step 3 or the ACCESS score



report). Any student with appropriate documentation will be certified as ELL. However, any student lacking appropriate documentation will not be verified as ELL.

5. 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.
6. OSSE will release pre-appeals data to LEAs (both ELL and general enrollment audit data) on November 28, 2012 through a secured File Transfer Protocol (FTP) site.
7. If a student appears in SLED, but is not identified as ELL after the October 5<sup>th</sup> count, the LEA may still seek funding for that student through the appeals process in December (last day to submit appeals is December 6<sup>th</sup>). Please see Section 8 of the Enrollment Audit Handbook for further details on appeals process. The LEA will be required to show the appropriate status through the pre-screener or screener assessment as described in step number 3 above.
8. 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.