
WWPS English Language Learner Program Handbook 2025-2026

Warren Woods Public Schools



“Together, Make It Happen”

Identification

Upon Enrollment

ENROLL

Home Language Survey included in digital enrollment process

INFORM

Pupil Accounting office notifies SS office of potential EL students indicating “yes” response to one or both questions below.

1. What language is used most at home?
2. What language is used most by the student?

CONTACT

SS Office contacts former school to obtain previous WIDA scores (OEAA or PS) if available and request

Pupil Accounting Supervisor creates SRMs to obtain PEPE access view students scores in BAA

MDE WIDA Contact: Jennifer Paul at PaulJ@michigan.gov or MDE EL Assessment and Accountability Call center 877-560-8378, Option 3.

Screening

Within the first 30 days of the school year or 10 school days of enrollment

WIDA Screener administered to all potentially eligible EL students per MDE Entrance Protocol (including foreign exchange students) with a “yes” marked on one or more of the HLS questions, if no previous WIDA scores. Wida screener will be administered by building EL teacher.

Determining Eligibility

Immediately following screening

WIDA Screener

1. EL teachers score the assessment and submit scores to the SS Office.
2. Special Services Administrators enters results in OEAA site .
3. Special Services Administrator determines eligibility following MDE entry/exit protocol.
4. Pupil Accounting is notified to enter EL status into PS.

Parent Notification

SS Office sends parent annual notification letters which include screener and assessment results.

SS Office sends copies of all notifications and assessment results to CA-60 in buildings and EL teacher.

Parent Refusal

Given upon request with self-addressed envelope to return to SS office

Students without an annually updated refusal on file returned to LEP status in PS

EL refusal can be withdrawn at ANY time upon parent/guardian/host family request

SS office notifies Pupil Accounting of refusal status in PS LEP history, send original to CA-60 and a copy to the EL teacher.

Parent Communication & Engagement

Communication

Remind and Class Dojo Language Options <https://www.remind.com>

<https://www.classdojo.com/>

Each WWPS building has a certified EL Teacher

GLOBAL Interpreting Services

District staff paid to provide interpreting services as needed

Engagement

Parent Engagement Toolkit (English, Spanish, and Arabic)

<http://www.michigan.gov/mde/0,4615,7140-5233---,00.html>

All district parent events are staffed with interpreters and/or technology to provide meaningful access to EL families.

District Language Acquisition Plan

Annually EL Committee: Curriculum, Special Services

Section 41 grant draft

EL student files updated from active to exit/monitoring

ESL teachers request curriculum/materials/Professional development

MDE EL staffing calculator

General Education

Tier I: Raz Kids EL & Amplify CKLA

Tier II: Elementary Building Intervention: Language for Learning & Language for Thinking

Tier III: Champion, Frames for Fluency and Hands on English

Extended Learning Opportunities

Spring Break EL Services

Extended Day Tutors

Summer School EL services

Adult and Community ESL classes

Accountability and Assessment To Do Calendar

June: SS Administrators complete data review for students in 1-4 year monitor status
Update the EL Handbook and complete a program review

July/Aug: Identify Newly enrolled students using MDE entrance/exit protocol

Exits- SS office notifies pupil accounting to update PS with students that exited the EL program with the exit date 6/30.

SS Administrators Identify and assign updated WIDA screening and assessment training/compliance to staff

SS Administrators collaborate with Curriculum Director to complete Title 3 EL

SS Administrators notifies EL teachers of screeners needed in their buildings, using the Michigan guide to WIDA screener

Sept: SS Office sends parent notification letters, CA-60, copy to EL teachers

Oct: Count Day
WIDA screener scores into OEAA
Special Populations Conference

Dec: FALSE EL- request window opens in OEAA
Pre-ID WIDA in OEAA
WIDA test exceptions

Jan: SS office notifies pupil accounting of FALSE Els
SS office receives WIDA materials
Section 41 must be submitted on or before Jan.15
SS Administrators determine K WIDA screeners for reading/writing

Feb: WIDA administration WINDOW
Additional Materials ordering if needed
Print WIDA test tickets
Submit any incident reports

March: SS office returns WIDA materials

April: SS Administrator arranges Private School Consultation Meetings

May: WIDA tasks in the OEAA completed by SS Administrator