

WELCOMING ENGLISH LANGUAGE LEARNERS TO YOUR SCHOOL
(Resource Document)

STUDENT NAME: _____

GRADE: _____

Registration forms completed by the family

(Guidance Secretary) to flag E.L.L. team if there is a second language indicated on registration form

(Admin)/ (DLRT) to discuss class placement and begin the family interview. Discuss transportation and setup start date. Inform teachers of our new student.

Guidance/ (DLRT) to call family together to discuss course selection/begin the family interview. Set up transportation and discuss start date. Inform teachers of new student.

Student arrives at agreed upon time at the school. They will be greeted by someone on the ELL team.

- Quick discussion of class
- Quick tour of their area
- Escort them to class/Student Success (depending on language ability of student)
- Schedule a time to meet by the end of the day to complete the Welcome

E.L.L. team will complete a S.T.E.P. reading, writing and oral assessment by the end of the first week of their attendance in

STEP assessment data updated in ONE DRIVE

E.L.L. team will complete a S.T.E.P. Math assessment by the end of the second week of their attendance in school.

Completed Writing, Reading and Oral Assessment paperwork to Stephanie (Admin)

E.L.L. team to send language information and STEP profile to teachers and enter into EDSBY discussion. Work together to gather supporting resources.

S.T.E.P. level entered into Trillium

STRATEGIES TO BE USED:

- Student Success Period
- Accommodated
- Modified
- Partner Tour
- iPad Tour
- Daily Check Ins
- Weekly Check Ins
- Monthly Check In

Date: _____

Date: _____

Date: _____

Completed Math Assessment paperwork to Stephanie (Admin)

S.T.E.P. paperwork filed in OSR

End of year update in the OSR by E.L.L. Team/Teacher

DATE: _____