



EL 101 Boot Camp

Compliance Essentials & Effective
Practices for English Learner Success

Introductions



Paloma Cortes-Goodwyn

Assistant Principal
Yukon Public Schools

✉ paloma.cortesgoodwyn@yukonps.com



Sarah Dunn

Assistant Director of Federal Programs
Deer Creek School District

✉ sarahdunn@dcsok.org

Let's Play a Game!

4 Corners



0-1

2-3

How many years of experience do you
have as a Title III Coordinator?

4-5

5+

1

2

On a scale of 1-4 (4 being “I can teach it”),
How familiar are you with the
beginning of the year
Screening Process?

3

4

1

2

On a scale of 1-4,
How familiar are you with using
Accountability Reporting?

3

4

1

2

On a scale of 1-4,

How familiar are you with the process
of assigning accommodations for all
state testing?

3

4

Session Goals

- Understand the EL compliance timeline
- Learn effective practices for program success
- Discover pro tips and tools
- Bonus: Meet our new EL Compliance GPT!

OKLAHOMA Education				
Divisions	Services	Resources	State Board of Education	Media
About	Accountability	Accreditation		
	American Indian Education	Assessments		
	Child Nutrition	Data Governance		
Iahoma State D State of Oklaho ministration and State Board of Ed ntendent of Pub or of Oklahoma ntendent of Pub serves as the ch voters of Oklaho urrent State Super	English Language Proficiency	Family & Community Engagement	agency directing Oklahoma.	
	Grant Development	High-Quality Instructional Materials (HQIM)		
	Legal Services	Literacy Policy and Programs		
	Office of Religious Liberty and Patriotism	School Choice		
te Board of Edu ated in its curre Hall. The agency g at 2500 North	School Governance	School Personnel Records	cation, overnor	
	School Safety Security	School Support		
er with the Okla e Oklahoma State e of Oklahoma's	SoonerStart	Special Education	Education	
	Standards & Learning	State Aid	ent forms	
	Student Development	Student Dropout Information		

Year at a Glance Checklist

Row Index	Completed	Time of Year	Task	Description	Guidance & Links
1	<input checked="" type="checkbox"/>	July (Beginning of Year)	Complete OSDE's New & Returning EL District Coordinator Form	Google form for new and returning designated EL coordinators. If you are a new EL coordinator for your district, please fill out the form and contact the Project Manager of ELP Assessments.	OSDE's Form for SY25-26
2	<input type="checkbox"/>	July (Beginning of Year)	Complete YOUR WIDA training modules	Completed in the WIDA Secure Portal. Required for all EL screeners and ACCESS test administrators.	WIDA Secure Portal
3	<input type="checkbox"/>	July (Beginning of Year)	Update/Confirm WIDA/DRC Account Access	Ensure new test administrators have access to WIDA Secure Portal and DRC INSIGHT.	DRC INSIGHT
4	<input type="checkbox"/>	July (Beginning of Year)	Complete Title III Budget	Submit in the Grants Management System (GMS) application in SSO.	OSDE's SSO
5	<input type="checkbox"/>	July (Beginning of Year)	Complete/Update District LIEP	Update based on programming and service models.	OSDE LIEP Template
6	<input type="checkbox"/>	July (Beginning of Year)	Monitor Home Language Survey Collection	Ensure current HLS forms are on file for all new/returning students. Templates are provided by the OSDE.	OSDE EL/Bilingual Identification Webpage
7	<input type="checkbox"/>	July (Beginning of Year)	Identify Potential EL Student Lists	Identify students requiring screening based on HLS responses. Upload student info to DRC.	OSDE EL/Bilingual Identification Webpage

This spreadsheet outlines key compliance and instructional tasks across the school year.

You can make a copy and customize it to fit your district's Title III/EL program needs.

YEAR AT A GLANCE
SPREADSHEET

Beginning of Year

CREATE POTENTIAL EL STUDENT LISTS

SIS Pending Lists + Accountability Reporting + Eduskills' Needs
Screener List



Make a List: Use a spreadsheet to track & highlight students as they are screened.

ADMINISTER ELP SCREENERS WITHIN FIRST 30 CALENDAR DAYS OF SCHOOL



Site down due to scheduled maintenance.

Site is expected to be back in 3 hours and 23 minutes

Active EL Record	
*Program Status	EL
Identified Date	08/25/2022
Expected Exit Date	
Date Determined Misidentified	
Program Exit Date	
First Year Monitoring:	
Second Year Monitoring:	
Third Year Monitoring:	
Fourth Year Monitoring:	
Fifth Year Monitoring:	
Parent Notified	
Parent Declined	<input type="checkbox"/>
Parent Declined Date	
Comments	WIDA Screener Score= 1.5
- Modified by: Dunn, Sarah 08/26/2022 11:54	

Beginning of Year Tasks (cont.)

CHECK FOR CONFLICTS

Check Accountability Reporting regularly for EL Conflicts



UPDATE YOUR SIS (AGAIN)

EL Services, Flags, & HLS corrections



EL

CONNECT WITH SITES

Communicate with your schools regularly!



Pro Tip: Save time later by building smart habits now; automate your data checks early!

Beginning of Year Tasks (cont.)

STUDENTS / PROCESSES IEP PROCESS STRENGTHS/NEEDS,

▼ Limited English Proficiency

1. Does the student have limited English proficiency?

Yes No

Deer Creek Public Schools
STUDENTS / PROCESSES / IEP PROCESS / ACCOMMODATIONS

<input type="checkbox"/>	Grade 11 Science
<input type="checkbox"/>	U.S. History
<input type="checkbox"/>	ACT/SAT - Grade 11
<input checked="" type="checkbox"/>	Oklahoma Alternate Assessment Program (OAAP)
<input checked="" type="checkbox"/>	Alternate ACCESS
<input type="checkbox"/>	WIDA ACCESS 2.0

COLLABORATE WITH STUDENT SERVICES

Work with SPED & Counselors on IEP/504 accommodations & EL supports

ELP Band Exits
OSDE Guidance on the Updated Process



COMMUNICATE WITH PARENTS

Work with sites to complete & send home letters/score reports & ELAPS

Beginning of Year Tasks

Title III

TITLE III BUDGET

Instruction, Professional
Development, &
Parent/Family
Engagement

DISTRICT LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM

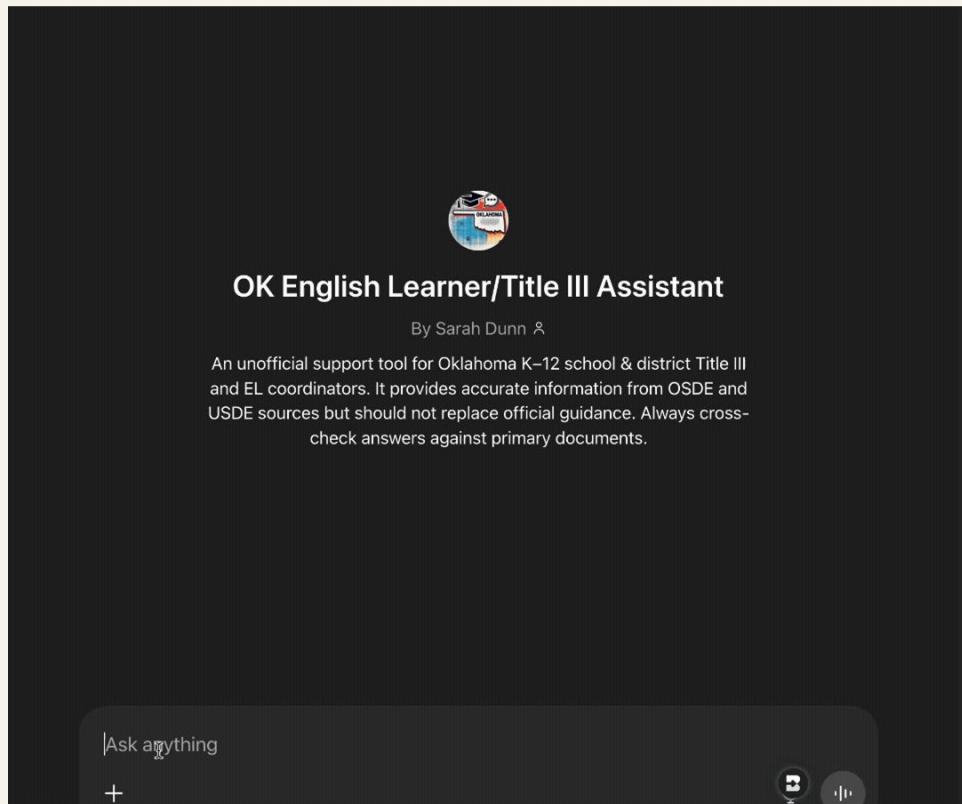
STAKEHOLDER CONSULTATION

Paraprofessionals,
Teachers, School
Administrators, Parents,
& community
stakeholders

ANY QUESTIONS?

Don't

We have a
chatbot for you.



[OK ENGLISH LEARNER/
TITLE III ASSISTANT GPT](#)

[GUIDE- ACCESSING THE OK
ENGLISH LEARNER/TITLE III
ASSISTANT GPT](#)

District Spotlights / Q&A

- What's working well in your district?

- Questions about the timeline or best practices?

Let's collaborate and learn from each other!



YOU ARE NOT ALONE

Eduskills is also here to support you!

The screenshot displays the EduSkills Demo - Oklahoma interface. On the left, a sidebar lists various navigation options: Home, Admin, Load Forms, Manage Forms, Title III LIEP, Classroom Instructional Support, Instructional Coach, Reporting, File Transfer Hub, and Support. The main content area is divided into two sections. The left section, titled 'Multilingual Count', features a large green donut chart with labels 'E...' and 'N...'. Below the chart, there are navigation controls: a left arrow, a '1/2' indicator, a right arrow, an 'All' button, and an 'Inv' button. The right section is titled 'Oklahoma Knowledge Base' and contains a 'Filter Tab' interface. This interface includes a search bar, a sidebar with navigation links (Home, Title III LIEP, Filter Tab, Actions Tab, Student Info, Status Definitions, Generated Reports), and a main panel for filtering student data. The main panel shows a list of filters applied, including 'Bilingual' and 'Search by first and last name'. A red box highlights the 'Click here to view filtered results' button. At the bottom, there is a 'Filter Search Options' section with links to 'Status', 'School Year', 'Bilingual Status', and 'Student First and/or Last Name'.

WE ARE IN THIS TOGETHER

Our Multilingual Community is incredible and
always willing to help!

Don't be afraid to reach out and ask for help!