

This document contains guidance on the identification and placement process for newly arrived English language learners in your state. WIDA and your state education agency have worked together to provide this outline of policies, procedures, assessment options, test administrator training requirements, and criteria for placement in ELL services. This document is updated each spring and throughout the year per SEA request.

For questions related to state policy or the contents of this document, please contact:

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For questions related to WIDA’s website, resources, or assessments, please contact the WIDA Client Services Center at help@wida.us or (866) 276-7735.

Initial Assessment and Identification

| Questions/Topic | State-specific Guidance |
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| Process Overview | <p>Key steps to identifying and placing a student in an ELL program:</p> <ol style="list-style-type: none"> 1. Student registers and parents/guardians complete the state approved Home Language Survey (HLS). 2. Trained school district personnel review the Home Language Surveys and send the potential English Language Learners’ files to the District ESOL Coordinator. 3. District ESOL Coordinator assigns a certified Testing Administrator to schedule a diagnostic assessment for each potential ELL identified. (State approved diagnostic screeners are: WIDA MODEL, WIDA Screener, and Kindergarten W-APT.) 4. Testing Administrator sends the results of the screener to the District ESOL Coordinator. 5. The District ESOL Coordinator notifies the parents/guardians of “screener” results. If the student is identified as an English Learning, a parental notification letter must be sent. 6. The District ESOL Coordinator adds the ELL to the State ESOL Database in myNHDOE. 7. For the specific details regarding the prescribed procedure, please refer to the NH ESOL Programs webpage: English for Speakers of Other Languages (ESOL) Program K-12. |

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| Timelines | <p>Parental notifications must be provided no later than 30 calendar days after the beginning of the school year or within the first two weeks of placement in a Language Instruction Education Program (LIEP)/ESOL Program.</p> <p>Prior to starting the screening process, the student’s cultural and linguistic background and prior educational experience must be recorded.</p> <p>In accordance with federal and state guidelines, there is a specific timeline for notification and offering of ESOL services for eligible students. ESEA 1112(e)(3)(A), 1112(e)(3)(B)</p> |
| Home Language Survey | <p>Home Language Survey is administered when the student enters school. The survey becomes part of their cumulative folder and as such, that information is passed to the next school if the student moves between school districts. The Home Language Survey is given to new students entering a NH school for the first time during the initial registration process.</p> <p>The HLS should only be completed once unless circumstances have become known where the child’s home language environment has changed (e.g. the child moves from an English only environment to a multi-lingual one). The SEA requests that any school district conducting multiple home language surveys of individual students contact the SEA’s ESOL Consultant for advisement.</p> <p>If it is determined by reviewing the responses on the HLS, or is evident through observations, that there are possibly other language influences which may impact the student’s English language development, a referral to a trained ESOL professional for screening is required.</p> |
| State Approved Assessments | <p>Kindergarten state approved tests: Kindergarten MODEL and W-APT *Only Listening and Speaking of K W-APT or K MODEL should be administered to 1st semester kindergarten students. All four domains should be administered to 2nd semester kindergarten students and all first graders.</p> <p>Grades 1-12 state approved tests: MODEL, WIDA Screener Online and Paper</p> |

Initial Assessment and Identification

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| <p>Paper Based Screener Costs</p> | <p>LEAs are responsible for providing the paper materials for the WIDA Screener. The LEAs will purchase the materials they need directly through the WIDA Store. However, the WIDA Screener Online will be free.</p> <p>School Districts are responsible for purchasing WIDA MODEL kits.</p> <p>For more information, go to the WIDA Store.</p> |
| <p>Identification/Placement Criteria</p> | <p>Identification/Exit Criteria:</p> <p>It is recommended that the LEA offers an initial consultation with the student’s parents/guardians to discuss the screener results and to ask questions regarding their child’s academic abilities and challenges, previous schooling, and social-emotional well-being. This information helps to inform placement decisions.</p> <p>K W-APT:</p> <ul style="list-style-type: none"> • Only the Listening and Speaking sections need to be administered for 1st semester kindergarten students. If the student’s combined L & S <i>raw score</i> is 26 or higher, the student meets the minimum criteria for English Language Proficiency. The score of 26 represents the middle range of the <i>high</i> category. • All 4 sections are required for 2nd semester kindergarten students. The combined L & S <i>raw score</i> should be no less than 26. The Reading score no less than 11 points, and the Writing score no less than 12 points to meet the minimum criteria for English Language Proficiency. The minimum threshold for proficiency is a <i>raw score</i> of 49. <p>WIDA MODEL:</p> <ul style="list-style-type: none"> • Only the Listening and Speaking section need to be administered to 1st semester kindergarteners. If the student’s Oral Language Proficiency score is no less than 4.5, with no less than 4 in both Listening and Speaking, the student meets minimum English proficiency. • All 4 sections must be administered for 2nd semester kindergarteners and all first graders. If the student achieves a Composite score 4.5, the student has met the minimum proficiency benchmark. The subtle change with this criterion is that NH will no longer require minimum domain scores—as long as all 4 sections are completed—we will only require the Composite score of 4.5 or greater. <p>WIDA Screener (Grades 1-12):</p> <ul style="list-style-type: none"> • If the student achieves an Overall Composite score 4.5, the student has met the minimum proficiency benchmark |

Initial Assessment and Identification

Other Useful Resources or Information

Requirements for parent/guardian notification are outlined above.

Student screener scores must be added to the state database and new ELLs must be reported to the state via the Fall Roster provided by the NH ESOL Database.

Students arriving after the fall roster should be entered in the NH ESOL database in real time.

LEAs determining that a student should be reassessed for ELL program placement should follow Change of Status Request process detailed in the NH ESOL Guidance. For questions, please contact Melissa White at the NH DOE.

Test Administrator Training and Certification

| Question/Topic | State-specific Guidance |
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| Test Administrator Qualifications | Educational professionals licensed in ESOL in NH (or another state which has a reciprocity agreement with NH) must complete WIDA certification to be allowed to administer WIDA Screener, ACCESS for ELLs, and WIDA MODEL to students in the state. |
| Test Administrator Training Requirements | <p>Kindergarten W-APT: NH DOE requires all test administrators to review and be familiar with the K-WAPT Test Administrator Manual and to complete the WIDA training tutorial prior to administering the test.</p> <p>Kindergarten MODEL: Test Administrators should review the training and test materials included in the kit.</p> <p>WIDA MODEL (1-12): Test Administrators should review the training and test materials included in the physical kit, or in the Test Administrator Interface (for WIDA MODEL Online).</p> <p>WIDA Screener: Test administrators should review the materials located in the WIDA Screener Online or Paper Training course and pass certification quizzes with 80% or higher for the grades they are administering to:</p> <ul style="list-style-type: none"> • Speaking Quiz Grades 1-5 • Speaking Quiz Grades 6-12 • Writing Quiz Grades 1-5 • Writing Quiz Grades 6-12 <p>Recertification policy: NH DOE recommends annual recertification for WIDA Screener Speaking and Writing.</p> |
| Website Permissions | <p>WIDA Secure Portal (portal.wida.us) To obtain a WIDA Secure Portal account, teachers must contact their District Test Coordinator. Only certified EL teachers will have access to the WIDA secure portal and testing materials. New District Test Coordinators may contact the WIDA Client Services Center at help@wida.us or (866) 276-7735.</p> <p>WIDA AMS (DRC) (wida-ams.us) To obtain access to WIDA AMS to administer WIDA Screener, please see above. New District Test Coordinators should contact DRC Customer Service at wida@datarecognitioncorp.com or (855) 787-9615 for assistance. School Technology Coordinators should contact their District Test Coordinator to be given access for WIDA AMS. School Technology Coordinators do not need an ESOL certification in order to access WIDA AMS.</p> |

ELL Program Requirements – Services & Support

| Question/Topic | State-specific Guidance |
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| ELL Services or Program Requirements | <p>There are not any requirements for type of program. This is determined at the LEA. LEAs are responsible for providing ESOL services to ELs unless parents have declined services in writing.</p> <p>WIDA Screener results are entered and stored at the individual LEAs.</p> |
| Declining Services | <p>Parents must meet with the school to discuss their concerns. They must put their request to decline EL services in writing. This request must be kept in the student’s cumulative file and updated in the NH ESOL database.</p> <p>Declining ESOL services does not exclude a student identified as an English Learner from the state mandated annual English Language Proficiency assessment. LEAs are required to monitor the progress of all ELs, including those declining services.</p> |