



**Department of
Education**

Joel I. Klein, Chancellor

ELL Administrative Calendar for Schools 2009-2010

*for the latest City and State testing dates, visit
<http://schools.nyc.gov/Accountability/YearlyTesting/TestAdministration> and
<http://www.emsc.nysed.gov/osa/schedules/2010/3-8schedule-090721.pdf>

August

- ◆ Identify and place new ELL enrollees
- ◆ Re-program ELLs, as necessary, based on Spring NYSESLAT results
- ◆ CEP Appendix II & III under development using new LAPs which includes CR Part 154, Title III, and Translation and Interpretation plans

December

- ◆ Dec. 11 Finalized (revised) CEP Appendix II & III due to central NYCDOE Office of School Improvement
- ◆ Conduct BESIS data collection
- ◆ Dec. 16 BESIS closes
- ◆ Complete A.11 Extension of Services

April

- ◆ Administer ELL Interim ELA Assessments in English Proficiency and Spanish Language Arts*
- ◆ Administer NYSESLAT*
- ◆ Enroll new K-1 students
- ◆ Plan for ELL summer school programs

September

- ◆ Identify and place new ELL enrollees
- ◆ Conduct parent orientations
- ◆ Submit LAB-R hand-scored answer documents
- ◆ Administer EI Sol*
- ◆ Entry of ELL extension of Services (A-7) on ATS
- ◆ Continue development and implementation of CEP Appendix II & III

January

- ◆ Sign BESIS Principal's certification and return to ELL CPS
- ◆ Administer ELL Interim ELA Assessments in English proficiency and Spanish Language Arts*
- ◆ Identify ELLs at risk of retention

May

- ◆ Administer NYSESLAT* and begin scoring
- ◆ Administer Chinese Reading Test and Spanish Reading Test – ELE*
- ◆ Finalize ELL summer school programs
- ◆ Implement promotional policy for ELLs
- ◆ Begin end of year BESIS entry

October

- ◆ Ensure accurate ELL enrollment data
- ◆ Oct. 7 Print and submit signed Extension of Services (A-7 and description of interventions A-7.1) to ELL CPS
- ◆ Oct. 15 draft CEP Appendix II & III due
- ◆ Distribute Title III letters

February

- ◆ Administer ELL Interim Assessments in ELA and Spanish Language Arts*

June

- ◆ Administer LAB-R for new enrollees
- ◆ Identify and place new K-1 enrollees and conduct ELL parent orientations
- ◆ Prepare ELL programs and initiate ELL teacher recruitment as necessary
- ◆ Identify ELLs mandated for summer school, prepare letters and finalize programs
- ◆ June 28 BESIS closes for year end report

November

- ◆ Administer EI Sol*
- ◆ Develop testing plan and accommodations for ELLs
- ◆ Administer ELL Interim ELA Assessments in English proficiency and Spanish Language Arts (TBA)
- ◆ CEP Appendix II & III revised in response to feedback
- ◆ BESIS data entry initiated

March

- ◆ Make final budget modifications and encumbrances for current year reimbursable programs (e.g., Title III, Translations, and Contract for Excellence)
- ◆ Administer ELL Interim ELA assessments*
- ◆ Plan for ELL summer school programs

July

- ◆ Implement summer school program for ELLs
- ◆ Develop and submit annual/final reports for reimbursable state and/or federal programs
- ◆ Contract for Excellence fund report and documents due

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<http://schools.nyc.gov/Academics/ELL>

Identify and place new ELLs (Administer HLIS for new students, LAB-R for possible ELLs, Conduct parent orientations, Administer EI Sol)
Send entitlement letters as ELLs are identified
Monitor grant expenditures
Update Language Allocation Policy

Ongoing :