



ENGLISH LEARNER QUICK START GUIDE

This guide from the Indiana Department of Education (IDOE) serves to streamline the onboarding of new staff members who will work with English learners (ELs). This quick reference offers schools a starting point for collaborative conversations surrounding multilingual students to move from compliance to the amplification of student learning and participation in schools. It is not a comprehensive list.

Resources

Ensure that you have access to the following resources and systems, as applicable.

U.S. DEPARTMENT OF EDUCATION / IDOE

- [IDOE EL and Migrant Education webpage](#) including:
 - EL Monthly Happenings Newsletter
 - IDOE EL Guidebook
 - IDOE EL Program Evaluation Toolkit
 - IDOE Secondary ELs Toolkit
 - IDOE EL Professional Development Opportunities Calendar
 - Indiana's ELs Community in Moodle
- [IDOE Office of Student Supports and Accessibility webpage](#) including:
 - Technical Assistance Request Form
- [IDOE LINK Portal](#)
- [U.S. Department of Education EL Tool Kit](#)
- [U.S. Department of Education Dear Colleague Letter](#)

WIDA

- [WIDA Secure Portal](#)
- [WIDA AMS](#)
- [WIDA Standards 2020 Edition](#)
- [WIDA Resource Library](#)

LOCAL

- Corporation Learning Management and/or Student Information System
- Corporation/School Curriculum and Maps
- Corporation Individualized Learning Plan (ILP) System or Template
- Corporation/School EL Materials



Policies and Procedures

Work with your leadership team to review and understand the following key EL programming areas as they pertain to your role within the corporation or school setting.

- EL Case Laws**
 - Lau v. Nichols
 - Castañeda v. Pickard
 - Plyer v. Doe
- Enrollment and Identification**
 - Home Language Survey (HLS)
 - WIDA Screener
- Writing an ILP**
- WIDA**
 - Certification
 - English Language Placement (ELP) Assessment
 - WIDA Standards
- EL & Classroom Teacher Collaboration**
- Providing Core EL Development**
 - Program Models
 - Staffing/Curriculum
 - Scheduling
- Monitoring Former ELs**
- EL Students with Disabilities**
- Parent Communication & Family Engagement**
- State Assessments**
 - Accommodations
- Access to Corporation Data and Core Curriculum**
- EL Professional Learning**

Contacts

Make appropriate connections with the following stakeholders. Document names and contact information (email and phone number) of individuals for future reference.

State

Corporation

School

EL Team

Family Engagement Specialist

Lead/Mentor Teacher

State EL Specialist

Interpreters

Literacy Coach

WIDA Specialist

**Curriculum/Student Services
Director**

School Test Coordinator

Technical Assistance Specialist

EL Director/Coordinator

Principal/Assistant Principal