



ESL Overview: 2007

Elementary Areas 1-4 and all Non-SIM High Schools

Bi-lingual lead teachers who are located in elementary areas 1-4 or in an SI high school must identify ESL students via paper process. Each school's ESL student list must be submitted to the Office of Language and Cultural Education (OLCE) by **June 1st**. Please contact Ransil Park at (773) 553-1996 with any questions.

SIM Elementary and High Schools

The purpose of this document is to provide bi-lingual lead teachers an overview of the SIM process for identifying ESL students at SIM schools. IMPACT has created screen specifically geared to identify students requiring summer services. Teachers and school administrators will use the screen to answer questions that help identify students in benchmark grades (3, 6, 8) requiring bridge services.

However, the screen is also to be used by school bi-lingual staff to identify the students **(K-12)** requiring ESL service. More specifically, the screen contains a question that is strictly dedicated to the identification of ESL summer school students.

The following question is for school based bilingual lead teachers ONLY. Bilingual lead teachers will answer this question for all ELL students K - 12.

ESL summer school needed?:

The default value for the ESL field is **N/A**. Therefore, bilingual leads will only use the field to indicate students that must attend; therefore every student record does not need to be touched. The data in this field serves two purposes. First, it will be used to filter ELL summer students from Elementary School Bridge determination process. Second, the information will serve as the basis for a school-based report that the bi-lingual lead teacher can then generate to review the list of students requiring ELL summer services.

Bilingual leads are NOT to answer any of the other questions on that page. Doing so seriously jeopardizes the integrity of the summer school process. Bilingual lead teachers must identify their ESL student rosters in SIM by June 1st.



Instructions for Accessing the SIM - Student Summer School /ESL page

1. Open the record of a student requiring ESL service; this applies to all grade levels.
2. Click on the **Summer School** link on the left hand side of the menu screen. This will yield the summer school screen on the previous page.
3. Make note of the ESL question in the middle of the screen: as illustrated in the screen mock-up, this field is strictly for each school's bi-lingual lead teacher.
4. The bilingual lead at each school will use the drop down list to answer 'Yes' for any students **(at ALL grade levels)** that require ESL services.
5. Once complete, click OK

Note: See next page for full screenshot of student summer school promotion review screen.

Summer School Promotion Review

Final grade in math: N/A

Final grade in reading: N/A

Satisfactory conduct?: N/A

Did the student have more than 9 unexcused absences?: N/A

The following question is for school based bilingual lead teachers ONLY. Bilingual lead teachers will answer this question for all ELL students K - 12.

ESL summer school needed?: N/A

Summer School Promotion

Summer math grade: N/A

Summer reading grade: N/A

Did the student have 3 unexcused absences or more in the summer term?: N/A

Does the student have retention history in:

Grades 1-3?: N/A

Grades 4-6?: N/A

Grades 7-8?: N/A

SIM Student Summer School Promotion Review and ESL Identification Screen