

English Learner/Title III-A Program Important Dates

Important dates, including reporting requirements starting with beginning of school year. For tasks marked with an asterisk (*), DEED will contact districts if applicable to them.

Deadline	Task
Beginning of School	Ensure Appropriate Staff are Trained in EL Identification Procedures (general guide; follow district-specific procedures) and Complete WIDA Screener Training
August 31	Submit Immigrant Grant Summary Report (if received previous SY)
August 31	Previous-Year WIDA Professional Learning Offerings Expire (finish any partially completed workshops before this date)
September 1	New WIDA Professional Learning Offerings Become Available
September 1	Updated WIDA ACCESS Assessment Training Becomes Available
First 30 Days of School	Based on Home Language Surveys , Screen Potential New ELs and Identify as Appropriate
First 30 Days	Distribute Annual English Learner Parent Notifications (newly identified ELs and previously identified ELs)
First 30 Days (recommended)	Distribute WIDA ACCESS Score Reports (annual parent notifications are a good way to accomplish this)
Ongoing	Screen New Potential ELs and Identify as Appropriate (within 30 days of enrollment), and Distribute Parent Notifications (within 2 weeks of placement in EL program)
Ongoing	Submit EL History Requests as Needed to Eli Barsy , via ZendTo
Fall	*Submit Immigrant Grant Proposal (if qualifying)
Fall	*Submit Immigrant Grant Budget (if recipient)
Early November	*Submit LEA CPR
Mid-November	Report EL status in Fall OASIS (be sure to verify correct status based on Summer OASIS and most recent WIDA ACCESS results)
Mid-November	Order WIDA ACCESS Materials in WIDA AMS
Late November	*Submit WIDA ACCESS Pre-ID File, if Appropriate
December 31	Submit Application for WIDA ACCESS Domain Exemption (if applicable)
January 31	Ensure all ACCESS Test Administrators have Completed Relevant WIDA ACCESS Training and have Signed Appropriate Test Security Agreements
Feb. 1 – March 31	WIDA ACCESS Test Window
February	Order Additional WIDA ACCESS Materials in WIDA AMS (if needed)
Early April	Return WIDA ACCESS Test Materials to DRC
April	Annual ESEA Consolidated Application Workshop
Spring/Summer (recommended)	Review/Update EL Plan of Service (if applicable) and District EL Procedures
May 1	*Submit EL Plan of Service for approval (if expiring)
Late May	Online WIDA ACCESS Student Score Reports Available in WIDA AMS
Late June	Paper WIDA ACCESS Student Score Reports Sent to Districts
Late July	Report Relevant EL/Immigrant information in Summer OASIS (be sure to verify correct status based on Fall OASIS and most recent WIDA ACCESS results)
Summer	Updated DEED EL Guidance released as appropriate

Note: Several templates are linked. Districts may have their own, slightly different forms. Use district forms, unless non-compliant.