This document contains guidance on the identification and placement process for newly arrived English 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 EL services. This document is updated each spring and throughout the year per SEA request.

For questions related to state policy, please contact:
Chris Williams
Kentucky Department of Education
Assessment Program Consultant
chris.williams@education.ky.gov
(502) 564-4394 ext. 4750

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
Process Overview	Give each new student in the district the Home-Language Survey (HLS) for identification purposes. If the answer to any of the 4 required HLS questions is any language other than English, then administer the screener. **Notes for screening:** If the student had been identified EL in Kentucky and left the country, state or district, then do not give the screener again when the student returns. If the student comes in from a non-WIDA state or a WIDA state that does not give the WIDA screeners, school and district staff will need to screen the student with the WIDA screeners and enter the information in Infinite Campus (IC). If the student comes from a WIDA state that does give the WIDA screeners, then do not rescreen the student and request the records from the previous school. Enter the information in IC. Refer to the EL Data Standards link for entering information into IC in this document.

Initial Assessment and Identification

Timelines	The results of the screening assessment must be shared with parents within the first 30 calendar days of enrollment or two weeks of enrollment during the school year.
Home Language Survey	The four required home language survey questions are: • What is the language most frequently spoken at home? • Which language did your child learn when he/she first began to talk? • What language does your child most frequently speak at home? • What language do you most frequently speak to your child?
State Approved Assessments	State approved assessments: • WIDA Screener for Kindergarten is the state approved screener for kindergarten • WIDA Screener Online is the state approved assessment for grades 1-12 WIDA Screener Paper may be needed for ELLs if: • student's accommodations for WIDA testing require the paper screener, • student doesn't have formal education prior to entering the U.S., or • the student has religious beliefs and can't take the WIDA Screener Online because of technology
Paper Based Screener Costs	The Kentucky Department of Education (KDE) pays for the WIDA Paper Screener. Districts needing the WIDA Paper Screener will have to contact Chris Williams by August 1 to get those materials purchased by the KDE. For more information, go to the WIDA Store.
Identification/Placement Criteria	**Exit Criteria:** Kindergarten: Will be exit after taking Kindergarten ACCESS and scoring a CPL ≥ 4.5 Grades 1-12**:** Tier B/C only, CPL ≥ 4.5

Initial Assessment and Identification

	Identification Criteria: Students in grades 1-12 who receive an overall composite score of 4.5 on the WIDA Screener do not qualify for EL services. First semester of grade 1 will take the kindergarten screener and will not be able to exit. Second semester grade 1 students will take the Grade 1 online screener in all four domains and can exit if the student scores an overall composite of a 4.5. Please refer to the WIDA Online Screener Manual on the WIDA Secure Portal- p. 14- Students must not be administered a grade-level cluster test that is above the student's current grade level and for the complete chart for assessing the grade level and the two semesters refer to the manual. Regardless of WIDA Screener for Kindergarten score results, Kindergarten students will be able to exit after taking Kindergarten ACCESS w/ a CPL ≥ 4.5
Other Useful Resources or Information	• Information about the WIDA Screener (Online/Paper) and the WIDA Screener for Kindergarten and can be found on the WIDA website under the Assess tab for WIDA Screener. Refer to the WIDA Screener Interpretive Guide for a resource with the scores. • Students with disabilities- IEP or 504 Plan- will take the WIDA Screener with the appropriate accommodations. Please refer to the Accessibility and Accommodations Manual. The checklist forms with the appropriate accommodations and in what domain for districts to use are in Appendix D: Checklists-for all the WIDA screeners. • 1st semester Kindergarten and Grade 1 students will be assessed in the domains of Listening and Speaking only. **The earliest a district or school can screen students entering kindergarten is mid-April-June.** • If an exited EL student needs to be enrolled back in an EL program, then he or she will need to be screened and will take ACCESS. There must be adequate documentation for re-entry. • The results of the screening assessment must be shared with parents within the first 30 calendar days of enrollment or two weeks of enrollment during the school year. • Scores and date of administration from the WIDA Screener for Kindergarten and the WIDA Screener (Online/Paper) must be entered by the district into Infinite Campus (IC). Please refer to the English Learner (EL) Data Standards for IC on the KDE website.

Initial Assessment and Identification

	• Districts are to use the WIDA English Language Development Standards Framework 2020 Edition: Grades K-12 for instruction for identified EL students. • For additional resources visit Kentucky's member page on the WIDA website.

Test Administrator Training and Certification

Question/Topic	State-specific Guidance
Test Administrator Qualifications	Qualifications to administer the WIDA Screener: • Must be a certified employee (certified or classified) of the district to administer the tests • Must go through Administrative Code & Special Populations training
Test Administrator Training Requirements	All Test Administrators must attend the current WIDA webinars on the WIDA Screener trainings for Kindergarten, Online and Paper and go through the WIDA online training course on the WIDA Secure Portal. If districts missed the webinar, the recordings are posted under Webinars on the WIDA Secure Portal. All TAs must have completed a Non-Disclosure User Agreement (NDUA) online when logging into the WIDA Secure Portal on or after July 1. As a reminder, educators will not be able to view secure materials and resources without first agreeing to the NDUA. **A signed copy of the NDUA should be given to the DAC and kept on file within the district office. Please refer to the Monday DAC email from June 17, 2024.** To be certified to administer and score WIDA Screener, test administrators must complete the following courses for the tests, domains, and grade levels they will be administering: • WIDA Screener Online: Administration • WIDA Screener Paper: Administration • Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener • Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener • Writing for Grades 1-5: Scoring WIDA Screener • Writing for Grades 6-12: Scoring WIDA Screener Certification is required for Grades 1-12 for the WIDA Screener (Online/Paper) each year. Kindergarten Test Administrators (TAs) need to complete the WIDA Screener for Kindergarten: Administration and Scoring training annually.

Test Administrator Training and Certification

	There are two quizzes connected to the WIDA Screener for Kindergarten training course: "WIDA Screener for Kindergarten: Oral Language" and "WIDA Screener for Kindergarten: Literacy". Kindergarten TAs must complete the entire course and pass both quizzes to be considered certified. Test Administrators must maintain test security and monitor students when screening students. **New for 2024-2025: WIDA Screener training courses will be available on the WIDA Secure Portal July 1, 2024.**
Website Permissions	**WIDA Secure Portal** (portal.wida.us) SEA manages all WIDA Secure Portal user accounts, not WIDA or District Coordinators. See the District Assessment Coordinator to be added to the google form prior to the SEA creating the account. **WIDA AMS (DRC)** (wida-ams.us) Educator Scoring for WIDA Screener Online permissions and access to WIDA AMS are assigned by the District Assessment Coordinators (DACs) in each district. The DAC will only assign Educator Scoring permissions in WIDA AMS to a test administrator who has submitted proof of certification after completing the relevant scoring training courses and after watching training webinar videos provided in the WIDA Secure Portal.

EL Program Requirements – Services & Support

Question/Topic	State-specific Guidance
EL Services or Program Requirements	The following service types are used in Kentucky: • CAT: Content Area Tutoring • CBE: Content-Based ESL • DBE: Developmental Bilingual Education • DLG: Dual Language • EBE: Early Exit Bilingual Education • ELD: English Language Development • HLA: Heritage Language • NEW: Newcomer Program • POE: Pull-Out ESL Resource • SEI: Sheltered English Instruction • SEN: Structured English Immersion • TBE: Transitional Bilingual Education • TWI: Two-Way Immersion Districts must indicate on the EL tab in IC the program service types, instructional and assessment accommodations, and other program supports that were decided by the PSP team in the school/district.
Declining Services	Parents can decline services, but the student must continue to receive appropriate instruction within the regular classroom, have a current PSP, and be assessed annually with ACCESS for ELLs. If the EL student has an IEP or 504 Plan, the student will get accommodations on ACCESS in the domains that are appropriate. Parent decisions to decline services must be documented and stored within the district and marked in IC.