



Office of English Learners  
Priya Tahiliani, Assistant Superintendent

Bruce C. Bolling Building  
2300 Washington Street, 6th Floor  
Roxbury, Massachusetts 02119

617-635-9435  
[oell@bostonpublicschools.org](mailto:oell@bostonpublicschools.org)  
[bostonpublicschools.org/ell](http://bostonpublicschools.org/ell)

**To:** School Leaders and Language Acquisition Team Facilitators (LAT-Fs)  
**From:** Priya Tahiliani, Assistant Superintendent  
**Date:** June 6, 2019  
**RE:** Process for Proposing an ELD Level that Differs from ACCESS

The purpose of this memo is to provide guidance on End of Year ELD Leveling school-based decisions. This memorandum supplements guidance and training provided to LATFs in March and May 2019. During OEL’s SY17-18 English Learner (EL) Program evaluation, we found that there was substantial variance between many students’ ELD levels and their ACCESS scores. Multiple data points, including teacher input, should be considered in the ELD determination to ensure appropriate program placement and EL services in the upcoming school year. This means that a 1:1 correlation between ACCESS scores and a student’s ELD level is not necessarily expected. However, to ensure appropriate services for EL students, adequate documentation is needed when a proposed ELD level varies greatly from the student’s ACCESS score.

**When do I need to submit documentation for OEL to review?**

During the End-of-Year ELD Update window, OEL requests to review documentation by June 14 when:

1. The proposed ELD level is *lower* than the student’s ACCESS Score
- OR
2. The proposed ELD level is *2 or more levels higher* than the student’s ACCESS Score

The following chart provides examples of when documentation is needed for OEL review:

2019 ACCESS Score Range (refer to <a href="#">DESE Guidance</a> )	Proposed ELD Levels that do <i>not</i> need documentation submitted:	Proposed ELD levels that need documentation submitted:
1.0-1.7	ELD 1 or 2	ELD 3, 4, 5
1.8-2.4	ELD 2 or 3	ELD 1, 4, 5
2.5-3.4	ELD 3 or 4	ELD 1,2,5
3.5-4.1	ELD 4 or 5	ELD 1,2,3
4.2 or higher <sup>1</sup>	ELD 5	ELD 1,2,3,4* (If student meets reclassification requirements)

<sup>1</sup> Per [DESE guidance](#), students entering grades 2 and above are eligible for reclassification to Former English Learners (exiting EL services) when an overall composite score of 4.2 *with* an literacy composite score of at least 3.9 is attained. Students who attain an overall composite score of 6.0 will be automatically reclassified by OEL; LATs should make appropriate reclassification determinations for all other eligible candidates.

Boston Public Schools  
Laura Perille, Interim  
Superintendent

Boston School Committee  
Michael Loconto, Chair

City of Boston  
Martin J. Walsh, Mayor



### What documentation is needed and how do I submit it to OEL for review?

LAT-Fs should submit appropriate rationale documentation through OEL's online [EL Code Change Request Form \(LCCR Form\)](#) no later than June 14 for OEL to review.

Following are examples of **acceptable evidence**:

- Completed [ELD Meeting and FEL Reclassification Meeting Checklist](#) (submit for all students)
- Pre and post assessment results aligned to the appropriate WIDA rubrics
- WIDA performance definition which describes the criteria used to define performance in listening, speaking, reading, and writing at the discourse level, sentence, and word/phrase level;
- Student work samples evaluated according to WIDA Can Do/Key Uses descriptors, which provide examples of realistic expectations at each of the four language domains in the five levels of English language proficiency; and
- Teachers' written observations and narrative, specific to each student's circumstances, detailing the rationale for the proposed ELD based on WIDA rubrics.

Other evidence can be provided to **supplement the above evidence**:

- Reading assessments such as DIBELS, GRADE, DRA (Fountas & Pinnell), Terra Nova and other academic assessments used in Boston Public Schools such as Illuminate, EVT, and ANET;
- Formative assessments data such as Lexia, MAP and iReady data

### What happens next?

OEL will monitor proposed ELD levels and will take the following actions:

1. **If the supporting evidence justifies the proposed ELD level:** OEL will notify the school of approval and will update the student's record in Aspen for SY19-20 either by June 4th or June 11th depending on submission date.
2. **If the supporting evidence does *not* justify the proposed ELD level:** OEL will notify the school by June 4th or June 11th depending on submission date.
  - a. Schools have the opportunity to resubmit evidence up to June 14th for review and approval/denial.
3. **If the school does not submit any supporting evidence by June 14:** OEL will update the student's ELD level in alignment with the student's ACCESS score and will notify the school of this update.

*The school remains responsible for sending home the Annual Parental Notification of the student's SY19-20 ELD level and recommended program placement.*

### What if I have additional questions?

Please contact the Office of English Learners at [oellinstructionteam@bostonpublicschools.org](mailto:oellinstructionteam@bostonpublicschools.org) for further information or clarification.

Additional resources include:

1. [End of Year ELD Updates and ELD Calibration: Guidance and Training for LATFs](#)
2. [Online EL Code Change Request Form \(LCCR\)](#)
3. [DESE Guidance on Identification, Assessment, Placement, and Reclassification of English Learners](#)
4. [Guidance for LATFs on EOY ELD and FEL Reclassification Decisions](#)