



**State of Vermont**  
**Vermont Department of Education**  
**120 State Street**  
**Montpelier, VT 05620-2501**

## MEMORANDUM

**TO:** District ELL Coordinators  
**CC:** ELL Teachers, Principals, Superintendents, Title I, Curriculum Coordinators  
**FROM:** Jim McCobb, Title III (English Language Acquisition) Coordinator  
**SUBJECT:** 2012 ACCESS for ELLs® Student Verification - **Deadline:** Friday, 1/27/2012  
**DATE:** January 5, 2012

The test window for administering the 2012 ACCESS for ELLs®, Vermont's annual state English language proficiency assessment, will open Monday, February 27, 2012 and close Friday, April 13, 2012. Local education agencies (LEAs) are required to include all English Language Learners (ELLs) enrolled in K-12 schools throughout the state in this annual assessment until they have met the State's English Language Proficiency Exit Criteria.

On January 6, 2012 the Vermont Department of Education will send **each District ELL Coordinator** (via UPS) the 2012 ACCESS for ELLs® Student Verification for all schools with enrolled ELL students. Instructions for completing the **2012 ACCESS for ELLs® Student Verification packet** will be posted to the website at: [http://education.vermont.gov/new/html/pgm\\_esl.html#packet](http://education.vermont.gov/new/html/pgm_esl.html#packet).

The verification files with student-level data will be sent UPS, not posted to the website. Contact me if your district does not receive the packet early in the week of January 9, 2012. [LEAs with no known ELLs last year will also receive blank copies of the verification form in case they have since enrolled or identified students who need to participate in 2012 ACCESS testing.]

**The final deadline for returning the verification is January 27, 2012**, in order for the VT DOE to enter the demographic data and meet our test order deadline with the vendor. Forms (including new or missing home language surveys) can be faxed to Lucille Chicoine at (802) 828-6563. Any districts that will not be faxing the verification should contact Jim McCobb as soon as possible to make alternate arrangements for transfer of data. Districts with no ELLs should also sign and return the forms indicating that they will not need to participate in the current annual assessment.

As in past years, **District ELL Coordinators** should work with the ELL teachers in their respective schools to:

1. make sure all **Student Demographic Data** is correct;
2. order appropriate **ACCESS Test Tiers** for each student to be tested;
3. provide **codes** (on last page of each school list) for any students who will not be tested; and
4. use **Blank Form for Additional Students** to add student demographic information and test tier to the verification for any new or missing students;
5. send copies of *State of Vermont Primary/Home Language Survey* forms (with the verification) for new or missing students.

District ELL Coordinators who have questions and/or need assistance in finding a qualified ELL test administrator should contact me as soon as possible at (802) 828-0185.

## GUIDE FOR 2012 ACCESS for ELLs® STUDENT VERIFICATION

The 2012 ACCESS for ELLs® Student Verification is used to order test booklets and create test booklet Pre-ID labels for Vermont students. District ELL Coordinators should work with the ACCESS for ELLs® 2012 teachers/test administrators to review and make sure the **student demographic data** and **test tiers** are complete for all ELLs in the district/supervisory union and the verification materials returned to Jim McCobb by Friday, January 27, 2012 at the latest.

For specific information about Vermont's annual English language proficiency assessment, the ACCESS for ELLs®, click on:

[http://education.vermont.gov/documents/EDU-ACCESS\\_for\\_ELLs\\_Annual\\_Assessment.pdf](http://education.vermont.gov/documents/EDU-ACCESS_for_ELLs_Annual_Assessment.pdf)

### Required Information for ordering ACCESS for ELLs® test booklets & Pre-ID labels -

**1. Student Demographic Data.** Please carefully review the information (*to be sent UPS to each District ELL Coordinator*) and then make corrections/additions, as needed, to names, dates of birth, gender, grade, etc. [Please note that the field “*Date Student First Started School in US*” refers to the date the student began Kindergarten or higher in the US—*not Preschool.*]

Whatever information appears on the verification reflects what districts/schools sent to the VT DOE on home language surveys and past verification forms. If you have questions regarding specific student data, please contact Lucille Chicoine at 828-5922. If you are adding newly enrolled students or sending home language surveys for students who do not have one on file, please use the **most current version** of the *State of Vermont primary/home language survey*:

[http://education.vermont.gov/new/html/pgm\\_esl.html#survey](http://education.vermont.gov/new/html/pgm_esl.html#survey).

**2. Tier Placement Information for the ACCESS test.** This field is used for schools to report the ACCESS for ELLs® Tiers for all students to be tested. The ELL Teacher determines which Tier (choices are Kindergarten, Tier A, Tier B, or Tier C) is most appropriate for each student. On the 2012 verification forms, teachers can also use the 2011 ACCESS composite, reading, and writing proficiency level scores to make decisions about appropriate 2012 tiers. For more information on *Assigning Students to Tiers*, the WIDA website now includes a basic **Tier Placement Protocol**, plus a new **Tier Placement Tutorial**:  
<http://www.wida.us/assessment/ACCESS/#prep>

**3. Reason why a student will not take the 2012 assessment:** Indicate in this column the reason why a student will not take the test, e.g., transferred, graduated, dropped out, etc. The complete list of codes for not taking the test can be seen on the form (last page of each school's list). To be marked as “LEP Exit” (LE), the student must meet the Vermont exit criteria. “LEP Never” should only be used for students who were never tested or served.

**4. Blank Verification Forms for Additional Students:** Duplicate and use the **Blank Form for Additional Students** (for each school) to add names and demographic information for any missing or newly enrolled ELLs, who should be tested. Return these along with the other verification forms and surveys from the district.

