



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: 2011 ACCESS for ELLs® Student Verification - **Deadline:** Thursday, 1/27/2011
DATE: January 10, 2011

The test window for administering the 2011 ACCESS for ELLs®, Vermont's annual state English language proficiency assessment, will open Monday, February 28, 2011 and close Friday, April 15, 2011. Local education agencies 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 Exit Criteria. The 2011 ACCESS for ELLs® Student Verification packet, available on-line: http://education.vermont.gov/new/html/pgm_esl.html, contains instructions for completing the tasks and meeting the timelines for the annual assessment.

The Vermont Department of Education will send **each District ELL Coordinator** (via UPS) the 2011 ACCESS for ELLs® Student Verification. This year the list of students for each LEA will be sent in one of two formats, depending on the relative size of the ELL population:

- a) **print version** listing ELLs who took the 2010 ACCESS last spring and will need to participate again this year, as well as newly enrolled students in 2010-2011 who should take the test;
- b) **thumb drive** with the same type of information (*separate instructions will be included*).

For those completing the printed forms, please fax them to Lucille Chicoine at (802) 828-6563 by Thursday, 1/27/2011 in order to meet our test order deadline. Those submitting the verification by thumb drive should contact us to plan for the return of the data by the same deadline.

Districts/supervisory unions with no previously identified or reported ELLs will receive blank copies of the verification form in case they have (in the meantime) enrolled or identified students who need to participate in 2011 ACCESS testing.

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

- 1) make any necessary corrections to student demographic data;
- 2) order the appropriate ACCESS tiers for each student to be tested and provide the appropriate codes for any students who will not be tested; and
- 3) add names and demographic information for any ELL students not already on the district verification forms (and include copies of their *State of Vermont Primary/Home Language Survey* forms—current version of the form can be found on the ELL home page).

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. For questions related to using thumb drives, please call Sarah Lindberg, Education Statistician, at (802) 828-0277.

Important 2011 ACCESS for ELLs® Dates for Vermont

This chart provides a quick reference for ELL coordinators and teachers to view *ACCESS for ELLs®* tasks and timelines.

Task	Start Date	End Date
Districts complete 2011 ACCESS for ELLs® Student Verification (Student Demographic Data & Test (Tier) Orders).	01/10/2011	01/27/2011 Deadline
District ELL Coordinators identify licensed ELL Teacher(s) who will administer <i>ACCESS for ELLs®</i> assessment and assure that all Test Administrators meet state training requirements prior to administering the test.	January 2011	January-February 2011
VT DOE compiles information returned by districts on 2011 ELL Verification and sends Test Orders & Pre-ID label (demographic) information to MetriTech.	01/28/2011	02/04/2011
Districts receive test materials and Pre-ID labels from MetriTech.	-	02/21/2011
ACCESS for ELLs® Test Window	02/28/2011	04/15/2011
Districts order Additional Materials by submitting appropriate forms to the VT DOE (<i>Not METRITECH</i>). These forms will be posted to the ELL Home Page of the VT DOE website.	Before or during test window	Same
Districts Pack and Ship Completed <i>ACCESS for ELLs®</i> Test Materials directly back to MetriTech.	- 04/22/2011	
2011 ACCESS for ELLs® - Demographic Data Validation* on MetriTech secure web page	5/23/2011	6/3/2011
Reports Shipped to Districts**	06/22/2011	06/27/2011
Test Correction Window*** (Deadline for notifying VT DOE of corrections to be made to students' <i>ACCESS for ELLs®</i> score reports).	07/01/2011	09/09/2011

***ACCESS for ELLs® - Demographic Data Validation:** If at any step in the process—i.e., before, during, or after administering the assessment, you discover the need to make any corrections in student demographic information (e.g., spelling of students' names, grades, dates of birth, etc.), please notify the VT DOE as soon as possible. It is better to make these kinds of corrections prior to scoring and printing of the *ACCESS for ELLs®* score reports.

****Shipment of Reports:** Subject to change depending on when all test booklets are received by MetriTech.

*****Test Correction Window:** This year all districts must notify the VT DOE of corrections to printed score reports by **September 9, 2011**. This will enable us to finalize the **2011 ACCESS for ELLs®** final state-wide data results for reporting and accountability purposes. Please note that this is an earlier deadline than last year.

GUIDE FOR 2011 ACCESS for ELLs® STUDENT VERIFICATION

The data gathered through the ACCESS for ELLs® 2011 Student Verification is used to order test booklets and create test booklet Pre-ID labels for Vermont students. We greatly appreciate your cooperation in disseminating the forms or information on the thumb drive to the appropriate people in your district/schools. The deadline for returning the verification is Thursday, January 27, 2011.

Who is required to participate in the 2011 ACCESS for ELLs® annual assessment?

The guidance on who must take the **ACCESS for ELLs®** assessment in 2011 has been *revised* to reflect changes required by new federal guidelines for Annual Measurable Achievement Objectives (AMAOs). (For a more detailed explanation of Vermont’s “definition of proficiency”, exit criteria, and AMAOs, please see http://education.vermont.gov/new/html/pgm_esl.html.)

1. All ELLs who took the 2010 **Kindergarten ACCESS for ELLs®**.
2. All ELLs who have enrolled in Vermont schools since the last administration of the ACCESS for ELLs®.
3. All ELLs who took the 2010 **ACCESS for ELLs®** who did not meet Vermont’s new definition of proficiency in English and exit criteria: an overall composite proficiency level of 5.0 or higher on the Tier B or C ACCESS for ELLs®, plus a minimum proficiency level of 4.0 or higher on both the reading and writing domains.
4. All ELLs who were enrolled in Vermont K-12 schools in 2009-2010, but did not participate in the 2010 **ACCESS for ELLs®** assessment.

ELLs in grades 1-12 who *met* the state definition of proficiency on the 2010 ACCESS for ELLs® will also appear separately on your district’s list (printed version) or spreadsheet (thumb drive). Students who met proficiency are required to be monitored for two additional years following exit from the ELL subgroup, but they are not included in the 2011 **ACCESS for ELLs®** assessment.

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

1. Student Demographic Data. Please review the information on the printed forms or thumb drive carefully and then correct or add any missing information in all appropriate fields, i.e., name, date of birth, gender, grade, etc. [Please note that the field “*Date Student First Started School in US*” is asking for the date the student began Kindergarten or higher in the US—not *Preschool*.]

Whatever information appears on the forms or thumb drive reflects what has been entered in our database through home language surveys and student verifications forms previously sent to the VT DOE by district/school personnel. If you have questions regarding specific student data, please contact Lucille Chicoine at 828-5922. For a blank copy of the State of Vermont primary/home language survey, go to:
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) of the ACCESS for ELLs® is most appropriate for each student in your schools. This information may also be accessed in [TIER PLACEMENT GUIDELINES](#).

3. Reason why a student will not take the 2011 assessment: This field provides an opportunity to choose a valid reason for a student not to 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.

Blank Verification Forms for adding names to the list -

1. Schools completing the printed version of the 2011 verification should:
 - a) add names and demographic information for any missing or newly enrolled ELLs, who should be tested, onto the [BLANK VERIFICATION FORM](#);
 - b) fax these forms, as well as a copy of the current Primary/Home Language Survey for each additional student to be tested, along with the other district verification forms.
2. Schools entering the data on the thumb drive should follow the separate instructions for adding additional students, but also remember to fax the home language survey forms for each student added to the list.

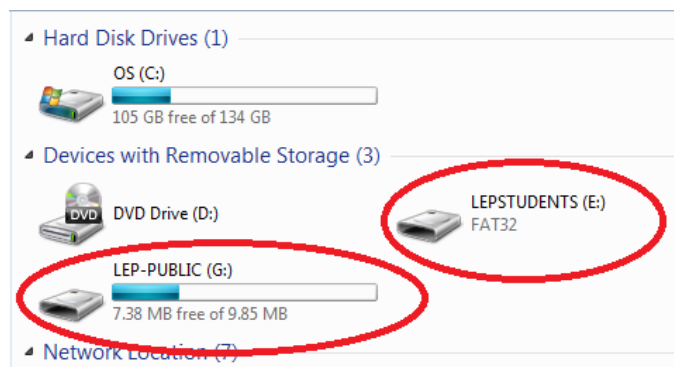
Instructions for Completing 2010-2011 ACCESS for ELLs® Verification

- 1) The verification files are saved on the thumb drive (pictured below) included in the envelope you received from the Department of Education (DOE).






- 2) Remove the cap and insert the thumb drive into a USB drive on your computer. A brief installation automatically sets up the thumb drive for you.
- 3) You will probably get a message or 2 that prompts you to “open the folder to view files.” Close these messages and instead open My Computer. There are 2 new devices; LEP-PUBLIC and LEPSTUDENTS.

NOTE: If you do not see 2 devices, call Sarah Lindberg for assistance at (802) 828-0277.



- a. First, open LEP-Public and double-click on the “securelock.exe” file.

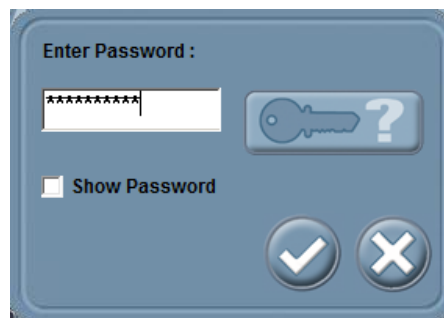
Name	Date modified	Type	Size
 Blank Home Language Survey	1/10/2011 11:43 AM	PDF File	16 KB
 securelock	5/18/2009 8:48 PM	Application	2,536 KB
 Instructions for Completing Verification	1/10/2011 11:44 AM	Microsoft Office ...	564 KB

For technical support contact Sarah Lindberg at (802) 828-0277.
 Contact Jim McCobb for other questions at (802) 828-0185.

- b. When the SecureLock screen appears, click on the open padlock image in the bottom right-hand corner.



- c. On the next screen, type in the case-sensitive password (2011Access) and click on the check mark.

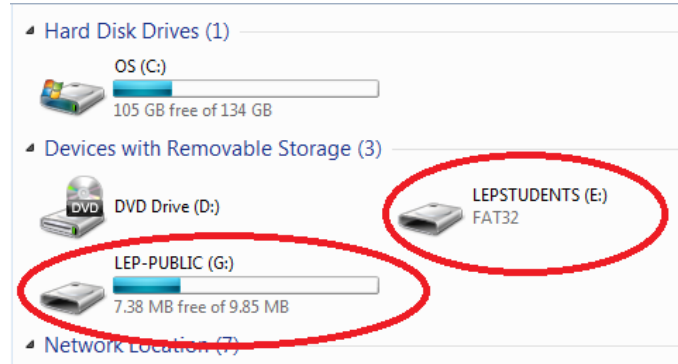


- d. When you have completed this process you will receive a pop-up message letting you know that you can now access the protected files. Click the checkmark to proceed.




For technical support contact Sarah Lindberg at (802) 828-0277.
Contact Jim McCobb for other questions at (802) 828-0185.

4) Now, you will be able to open LEPSTUDENTS from My Computer.



5) Open the Excel file named "ACCESS Verification for SUXXX", where XXX corresponds to the number associated with your supervisory union (SU).

Name	Date modified	Type
 ACCESS Verification for SU999	1/7/2011 11:39 AM	Microsoft Office E...

For technical support contact Sarah Lindberg at (802) 828-0277.
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- 6) There are 3 different worksheets in the file, which you can see if you look at the bottom of the spreadsheet.

	A	B	C	D	E	F	G
	School	Name	Grade	ID	Gender	DOB	Place of Birth
1							
2	School 1	One, Student	12	111111111	F	1/1/1993	Country Name
3	School 1	Two, Student	11	222222222	F	1/1/1992	Country Name
4	School 1	Three, Student	10	333333333	F	1/1/1991	Country Name
5	School 2	Four, Student	12	444444444	M		USA
6	School2	Five, Student	12	555555555	M	1/1/1993	Country Name
7	School 3	Six, Student	04	666666666	M	1/1/2001	Country Name
8	School 3	Seven, Student	04	777777777	M	1/1/2001	
9	School 3	Eight, Student	02	888888888	F	1/1/2003	Country Name
10	School 3	Nine, Student	K	999999999	F		Country Name
11							
12							
13							
14							
15							
16							
17							

At the bottom of the spreadsheet, three worksheet tabs are visible: "Current LEP Students", "Former (Monitored) LEP Students", and "New or Missing Students". The "Current LEP Students" tab is circled in red.

a. Current LEP Students

This workbook contains LEP students listed enrolled within your SU who *should* take this year's ACCESS for ELLs®.

b. Former (Monitored) LEP Students

This workbook lists students that exited in 2008-2009 (in second year of monitoring) or exited in 2009-2010 (in first year of monitoring).

c. New or Missing Students

The final workbook is blank. Please add new students or those are new.

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- 7) The first two workbooks include students' demographic data. Please review the information carefully and correct any errors or provide missing information (highlighted in yellow).

Any column may be filtered by clicking on the grey button in the right-hand corner of its title (row 1). A drop-down menu will show a list of all the values in the field. You can use this feature in order to view 1 school at a time.

	A	B
1	School	Name
2	School 1	One, Student
3	School 1	Two, Student
4	School 1	Three, Student
5	School 2	Four, Student

If we do not have a Home Language Survey (HLS) on file for a student, column O will be highlighted in yellow and read "Please provide a Home Language Survey for this student." Please fax a completed HLS to Lucille Chicoine at (802) 828-6563. Blank HLS forms can be found on the LEP-PUBLIC section of the thumb drive or online:

http://www.education.vermont.gov/new/pdfdoc/pgm_esl/educ_ell_primary_home_language_survey.pdf

	A	B	O
1	School	Name	No HomeLanguage Survey on File
2	School 1	One, Student	
3	School 1	Two, Student	
4	School 1	Three, Student	
5	School 2	Four, Student	
6	School2	Five, Student	
7	School 3	Six, Student	
8	School 3	Seven, Student	Please provide a Home Language Survey for this student.

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8) Current LEP Students Workbook

Column P is required for every student. It lists the Tier of the ACCESS test the student should take in the spring *or* the reason why the student is not expected to test. If a student has transferred, column Q will become yellow to remind you to provide the name of the school, district, state, or country where the student relocated.

	A	B	P	Q
	School	Name	2011 ACCESS Tier - OR - Reason Why Student Will Not Take 2011 ACCESS (Please Select From Drop Down List.)	New School, District, State, or Country Name
1				
2	School 1	One, Student	Graduated from high school	
3	School 1	Two, Student	A	
4	School 1	Three, Student	B	
5	School 2	Four, Student	C	
6	School2	Five, Student	A	
7	School 3	Six, Student	Transferred in district (Please provide new school name.)	
8	School 3	Seven, Student	Graduated from high school	
9	School 3	Eight, Student	B	
10	School 3	Nine, Student	- (Kindergartener)	

Tier and proficiency levels for the 2010 ACCESS are provided for informational purposes and should not be changed.

9) Former (Monitored) LEP Students Workbook

Please review the demographic information and correct any errors. If a student has transferred, please fill in the name of the new school in column Q. Once again, please provide a HLS if column P indicates that we do not have it on file.

Feel free to write any additional notes in column r.

10) New or Missing Students Workbook

Please add any students who we did not include or who are new. Please provide a HLS for any new students.

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11) When you have finished entering and updating data, please save the file. It's a good idea to save often as you're updating the information to prevent any work being lost. Feel free to save an electronic copy for your records. Please adhere to any applicable Family Educational Rights and Privacy Act (FERPA) guidelines.

12) Return the thumb drive by mail by **Thursday, January 27th**.

Attn: Sarah Lindberg
Research, Standards, and Assessment
Department of Education
120 State St
Montpelier, VT 05620

For technical support contact Sarah Lindberg at (802) 828-0277.
Contact Jim McCobb for other questions at (802) 828-0185.



Criteria for Tier Placement for the ACCESS for ELLs® English Language Proficiency Test

ACCESS for ELLs® uses Tiers (A, B, or C) to maximize accuracy and validity of the results for English language learners in grades 1 through 12. Students in Kindergarten all take the K Tier. For placement into the appropriate Tier, English language learners must meet at least **ONE** of the criteria listed for the Tier.

English Language Proficiency Levels					
Level 1 Entering	Level 2 Beginning	Level 3 Developing	Level 4 Expanding	Level 5 Bridging	Level 6 Attained
ACCESS for ELLs®: TIER A					
		ACCESS for ELLs®: TIER B			
			ACCESS for ELLs®: TIER C		
<p>TIER A is most appropriate for English language learners who:</p> <ul style="list-style-type: none"> • <i>have arrived in the U.S. or entered school in the U.S. this academic school year without previous instruction in English, OR</i> • <i>currently receive literacy instruction ONLY in their native language, OR</i> • <i>have recently tested at the lowest level of English language proficiency.</i> 					
		<p>TIER B is most appropriate for English language learners who:</p> <ul style="list-style-type: none"> • <i>have social language proficiency and some, but not extensive, academic language proficiency in English, OR</i> • <i>have acquired some literacy in English, though have not yet reached grade level literacy.</i> 	<p>MOST ENGLISH LANGUAGE LEARNERS FALL INTO TIER B.</p>		
			<p>TIER C is most appropriate for English language learners who:</p> <ul style="list-style-type: none"> • <i>are approaching grade level in literacy and academic language proficiency in the core content areas in English, OR</i> • <i>will likely meet the state’s exit criteria for support services by the end of the academic year.</i> 		

More Information for Tier Selection for Spring 2011*

** When deciding on a tier, remember to also consider how much the student's proficiency has grown since the time the last test was given. Ultimately, the ELL teacher's knowledge and experience with the student is what counts.*

For students who were in Grades 1-12 and took Tier A Test in Spring 2010 -

Composite Proficiency Level Score was...	Recommended Tier in Spring 2011:
1-1.9	Tier A
2-2.4	Tier A or B (Teacher's Judgement)
2.5-2.9	Tier B
3.0-3.4	Tier B
3.5-3.9	Tier B
4.0-4.4	Tier B
4.5-4.9	Tier B or C (Teacher's Judgement)
5.0-6.0	Tier C (ELLs who took a Tier A test in 2010 cannot be exited.)

For students who were in Grades 1-12 and took Tier B Test in Spring 2010 -

Composite Proficiency Level Score was...	Recommended Tier in Spring 2011:
1-1.9	Tier A
2-2.4	Tier A or B (Teacher's Judgement)
2.5-2.9	Tier B
3.0-3.4	Tier B
3.5-3.9	Tier B
4.0-4.4	Tier B or C (Teacher's Judgement)
4.5-4.9	Tier C
5.0-6.0	Tier C (if student does not meet all Exit Criteria).

For students who were in Grades 1-12 and took Tier C Test in Spring 2010 -

Composite Proficiency Level Score was...	Recommended Tier in Spring 2011:
1-1.9	Tier A or B (Teacher's Judgement)
2-2.4	Tier B
2.5-2.9	Tier B
3.0-3.4	Tier B or C (Teacher's Judgement)
3.5-3.9	Tier C
4.0-4.4	Tier C
4.5-4.9	Tier C
5.0-6.0	Tier C (if student does not meet all Exit Criteria).

Special Considerations in selecting tiers for students who took the *Kindergarten ACCESS for ELLs® Series 201* in Spring 2010:

English language learners in Kindergarten are the youngest of students faced with summative assessment of English language proficiency. This group includes children who may or may not meet the Exit Criteria for Tier Placement for the ACCESS for ELLs® English Language Proficiency Test

have had any prior schooling and whose academic language, especially literacy, may not be developed in their native language or in English. It is well documented that the acquisition of academic language, related to success in school, is a multi-year process for English language learners. The goal of language education programs is for English language learners to reach parity with their proficient English peers and sustain grade level norms over time.

Unlike the other grade levels (1-12), Kindergarteners receive two proficiency level interpretations on their K- ACCESS score reports, one for accountability purposes and one for instructional purposes.

For students who took Kindergarten ACCESS for ELLs® in Spring 2010, the following kindergarten accountability proficiency level scores should be used to determine what tier of the test should be given to students taking the Grade 1 ACCESS in 2011. (For more information about the two types of Kindergarten proficiency level scores, please refer to the *ACCESS for ELLs® Interpretive Guide for Score Reports, Spring 2010*.)

Composite Proficiency Level Score (Accountability Proficiency Level Score) was...	Recommended Tier in Spring 2011:
1-1.9	Tier A
2-2.4	Tier A or B (Teacher's Judgement)
2.5-2.9	Tier B
3.0-3.4	Tier B
3.5-3.9	Tier B
4.0-4.4	Tier B
4.5-4.9	Tier C
5.0 or higher	Tier C