

OELAS On-site EL Monitoring F.A.Q.s

2019-2020

1. Who should we contact with questions as we prepare for our monitoring visit?

- ✓ Please reach out to your Regional Specialist. If you are unsure who your Specialist is, please contact OELAS for assistance.

2. How long will the monitoring team spend at each campus?

- ✓ That depends on how many ELs there are, which SEI Model is being implemented, and several other factors. Typically, at least a couple of hours, but not more than ½ day, per campus.

3. What do we need to do if our LEA is required to complete a fiscal monitoring?

- ✓ Complete the fiscal monitoring template that you received with your monitoring notification letter and give to the monitoring team during your initial interview. They'll ask you where the items may be found as they'll need to see each item on your list and note serial numbers, etc.

4. Should we let our staff know you're coming?

- ✓ Absolutely! In addition to teachers working with EL students, we recommend you give your registrars, front office staff, and other staff members a heads-up that we'll be on campus.

5. Are you going to talk to our teachers?

- ✓ The monitoring team will conduct a brief interview with 1-2 teachers at each campus they visit.
- ✓ Our goal is to keep interruptions to a minimum while in the classrooms; however, it may be necessary to ask a teacher where documentation is kept if not readily available.
- ✓ We recommend letting teachers know that the monitoring team is unable to provide any feedback or results while they are on campus.

6. Will we get a schedule of where monitors will be? Should we make one?

- ✓ No. The monitors will move from one campus to the next as they complete the monitoring at each site. It's difficult to predict exactly how long each site will take, so we ask that each campus is prepared for the duration of the LEA's monitoring

7. How can we assist the monitoring team during your visit? Would you like us to escort you around campus or pull files for you?

- ✓ The monitoring team will be self-sufficient during their visit. All you need to do is show them their work space, where the files are located, and give them a campus map. They'll take it from there!

8. Many of our teachers do their planning and documentation electronically. What shall we tell them about documentation during the monitoring visit?

- ✓ Teachers will need to provide a **hard copy** of lesson plans and ILLP documents readily available during the monitoring entire window of the monitoring visit.
- ✓ To assist us in minimizing disruptions during classroom visits, it's best to have lesson plans and ILLP documentation in a conspicuous location.

9. How will you collect evidence during the monitoring?

- ✓ The monitoring team will either use their tablets, phones, or paper templates to take notes on what they are seeing in the classrooms. A template is used to document what is seen in the files.

10. When you ask for class rosters, what kind of roster are you looking for?

- ✓ The following information should be included in the rosters for each campus to be visited: the school name, SSID# for each EL student, grade, proficiency level, SEI/ILLP placement, and teacher name.

Example

LEA Name					
2018-2019 ELL STUDENTS					
SCHOOL	SSID	GRADE	PROFICIENCY LEVEL	SEI/ILLP	TEACHER
ELEM		K	PreEmergent/Emerg	SEI	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	Basic/Intermediate	Withdrawn	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	PreEmergent/Emerg	Withdrawn	
ELEM		K	PreEmergent/Emerg	Withdrawn	
ELEM		K	PreEmergent/Emerg	SEI	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	Basic/Intermediate	Withdrawn	
ELEM		K	PreEmergent/Emerg	SEI	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	Basic/Intermediate	SEI	
ELEM		K	Basic/Intermediate	Parent	
ELEM		K	Basic/Intermediate	SEI	

Online Resources at OELAS

PELL Presentation “*What to Expect with An On-Site Monitoring*”

<http://www.azed.gov/oelas/pell/>

- ☐ PELL Meeting Documents For September 13, 2019

Monitoring Information

<http://www.azed.gov/oelas/monitoring/>

- ☐ ILLP & SEI Flow Charts (compliance)
- ☐ Checklist of required EL documents
- ☐ EL Monitoring Notebook Checklist
- ☐ *English Language Proficiency Assessment Attestation* form
- ☐ ILLP & SEI Observation Protocols
- ☐ *Title III Compliance Documentation*

SEI Model Information

<http://www.azed.gov/oelas/structured-english-immersion-models/>

- ☐ *Revised SEI Models 2019-2020* and guidance
- ☐ ILLP documents and guidance

EL Forms

<http://www.azed.gov/oelas/forms/>

- ☐ EL forms
- ☐ Guidance on completing EL documents
- ☐ *Checklist for Required EL Documents*

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