

EL Reclassification Tool

Districts must employ uniform procedures in accordance with state requirements for reclassifying ELs as former ELs (FELs) when they attain proficiency. Districts are also responsible for identifying ELs who have been enrolled in a U.S. school for six or more years and have not been reclassified as English proficient as Long-Term English Learners (LTELs). To be eligible for reclassification, an EL must demonstrate the ability to access challenging academic content and interact with other students and teachers both academically and socially in an English language setting. Evidence of this ability is demonstrated by the student on the annual English language proficiency assessment, ACCESS for ELLs® and gathered by teachers using two standardized language use inventories. The scores from the two language use inventories are added together and then combined with the points assigned based on the ACCESS for ELLs® proficiency level (PL) score. The total possible combined points from the language use inventories is 7.6. The possible points based on the PL scores are 3.6, 4.5, 5.8 or 8.4, respectively (the points assigned correspond to the student's PL score). The minimum threshold for reclassification is 10.5.

PDE's Reclassification Tool is available as a resource for LEAs to utilize during the reclassification evaluation process. Here, educators can access a training resource that includes video examples of an educator completing the two inventories, complete the inventories, and generate individual student coversheets.

The tool can be accessed at <http://reclassification.eslportalpa.info/>. The site is password protected.

The password is ESL.

Completing the Reclassification Process

Two language use inventories must be completed. An ESL teacher must complete one of the inventories when possible. The other inventory may be completed by a single content teacher or a team of content teachers. In cases in which an ESL teacher cannot complete an inventory (e.g. students whose parents have refused services and who are not seen by an ESL teacher or ELs in higher proficiency levels who do not work with an ESL teacher regularly), both inventories may be completed by content teachers or teams of teachers. If only one teacher can accurately complete the inventory (e.g. elementary classes in which the classroom teacher is ESL certified and provides both content and language instruction and there is no other teacher or administrator who can accurately complete the inventory), one inventory may be completed and the single score is multiplied by two. The two inventories do not need to agree.

The Reclassification Tool allows evaluators (ESL Specialists and content teachers) to complete the two inventories online and either print or save data to their local computer. The following information will provide step-by-step instructions for completing the Reclassification Tool.

Step 1: Click on “Begin the Tool.” On the first page, enter the student’s information. Click next.

Step 2: On the next screen, enter the evaluator’s information. Click next.

NOTE: ESL Specialists and content teachers will be required to complete the inventories separately.

Step3: Next, you will be asked to complete Rubric 1: *Interaction, Listening, Speaking, and Reading Language Use Inventory* based upon your recent observations of the student’s language use. Select the appropriate proficiency definition for each assessed item. Click next.

Step 4: This page displays the completed Rubric 1 with your selections highlighted and the total combined score. You have the option to print this page and add the completed rubric to the student’s academic file or save it to your computer. Click Save/Print PDF if you would like to save or print the file and the PDF will open in a new browser window. Once saved or printed, you can close that browser window and navigate back to the Reclassification Tool. Click next.

Step 5: Next, you will be asked to complete Rubric 2: *Written Expression Language Use Inventory* based upon your recent observations of the student’s language use. Select the appropriate proficiency definition for each assessed item. Click next.

Step 6: This page displays the completed Rubric 2 with your selections highlighted and the total combined score. You have the option to print this page and add the completed rubric to the student’s academic file and/or save it to your computer. Click Save/Print PDF if you would like to save and/or print the file and the PDF will open in a new browser window. Once saved and/or printed, you can close that browser window and navigate back to the Reclassification Tool.

Step 7: You have the option to add this student’s information to an Excel file, where you can keep a running record of all students’ completed inventories data. This feature allows you to download the Excel file, save it to your computer, copy and paste the second evaluator’s (content teacher) inventories data for the students listed, and later add assigned points based on the student’s ACCESS for ELLS® scores when they become available. Then, you can upload the master Excel file to the Reclassification Tool to generate one completed cover sheet per EL on your roster. If you would like to generate the Excel file, click *Add to Spreadsheet*.

Step 8: On the next page, you will see a summary of the information you entered for the student. More rows of student data will appear as you add more students. At this point, you can choose to download and save the Excel document (which will contain the information for the one student you just entered) or you can add another student. If you are finished, click *download spreadsheet* and save it to your local computer as the master file. Once the Excel sheet is saved, you may exit the Reclassification Tool by closing your browser window. **NOTE:** Once you close the browser

window, all data is erased from the online tool. If you would like to add another student, click *add another student* and begin the data entry process again by referring back to Step 1.

Step 9: Gather the inventories data from the content teacher and copy and paste his/her data into your Master Excel file. **NOTE:** In order to use the *Generate Coversheet* option in the Reclassification Tool, you may not alter the form fields in the Excel file. At this point, you should have complete data for the language use inventories (i.e. for each EL, you should have Rubrics 1 and 2 scores from the ESL Specialist + Rubrics 1 and 2 scores from the content teacher).

Step 10: When ACCESS for ELLs® scores become available, manually enter the appropriate assigned points based on each student's PL score into the spreadsheet in the respective cell. After all point values from the ACCESS scores are entered, your reclassification data should be complete (i.e. for each EL, you should have

- a. Total point value assigned by the ESL Specialist who completed rubrics 1 and 2 of the language use inventories AND
- b. Total point value assigned by the content teacher who completed rubrics 1 and 2 of the language use inventories AND
- c. Total point value assigned based on the student's ACCESS for ELLs® PL score.

These scores are added together to determine the student's total combined reclassification score. To be eligible for reclassification, a student must meet the minimum threshold score of 10.5. From here, you can navigate back to the Reclassification Tool to generate an individual cover sheet for each EL's academic file. To do this, continue to Step 11.

Step 11: Navigate back to the Reclassification Tool webpage (<http://reclassification.eslportalpa.info/>). Click on *Generate Coversheets*. Select *Choose File* and navigate to your master Excel file that includes all the completed reclassification data for your ELs. After you have selected your Excel file, click *Generate Coversheets*. A PDF will open in a new window that includes one coversheet for each student in your Excel file. You can now print and/or save the individual coversheets.

Step 12: The coversheet will indicate the total combined score for the EL. If the student's total score does not meet the minimum threshold for reclassification, the coversheet will state that the student *is not eligible* for reclassification. If the student's total score meets the minimum threshold for reclassification, the coversheet will state that the student *is eligible* for reclassification. If a student meets the minimum threshold score and is eligible for reclassification *but is not recommended for reclassification by the faculty*, provide a detailed explanation of evidence that the student should remain identified as an EL in the designated section on the coversheet.