



The following suggestions are intended to support EL program leaders in planning for important tasks. It is not entirely comprehensive and the suggested roles may be different in your setting.

Month	Suggested Tasks	Role
July	Review Users in TIDE <ul style="list-style-type: none"> • Make updates as needed Review Student Reports - Accessing ELPA21 Scores <ul style="list-style-type: none"> • Redesignate Proficient Students in SIS • Update placement decisions based on results 	District User District User, Building User, Teachers
August	ELPA21 Screener <ul style="list-style-type: none"> • Add students into TIDE for testing • PD for test administrators <ul style="list-style-type: none"> ○ Quick guide (link) ○ Full training resources (link) • Parent Notices (training video - how to send) <ul style="list-style-type: none"> ○ Newly Qualified ○ Continuing Placement 	District User, Building User
September	Goal Setting <ul style="list-style-type: none"> • Teachers review Individual Student Reports (ISRs) • Students set goals - Sample 	Teachers
October	Continued Best Practices in Language Development <ul style="list-style-type: none"> • ELPA21 Enrichment Activities • Parent, Family, and Community Engagement Activities (Parent Notices Resources) • Ongoing Professional Development 	District User, Building User, Teachers
November	Preliminary window to order ELPA21 summative paper, large print, Braille versions	District User
December	Prepare for ELPA21 Summative <ul style="list-style-type: none"> • PD for test administrators • Identify any accommodations needed • Schedule practice and operational sessions • Provide practice opportunities 	District User, Building User, Teachers

January	Prepare for ELPA21 Summative <ul style="list-style-type: none"> ● NDE ADVISER data pull for testing labels ● Additional ordering window for paper, large print, Braille versions ● Print test tickets ● Schedule and Complete Practice Tests 	District User Building User, Teachers
February	ELPA21 Summative window opens <ul style="list-style-type: none"> ● Monitor testing ● Enter Reason Not Tested codes 	District User, Building User, Teachers
March	ELPA21 Summative window ends <ul style="list-style-type: none"> ● Monitor testing ● Enter Reason Not Tested codes 	District User
April	Review and debrief ELPA21 Procedures <ul style="list-style-type: none"> ● Note successes and opportunities to improve for next year 	District User, Building User, Teachers
May	Year End Activities <ul style="list-style-type: none"> ● Access ELPA21 summative scores ● Parent Notices <ul style="list-style-type: none"> ○ Exit letter for proficient students ● Make placement recommendations for next year 	District User, Building User, Teachers
June	Rule 15 Program Review if not previously completed	District User, Building User, Teachers

Support:

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