



2010-2011
English as a Second Language
ACCESS for ELLs Key Dates
Non Public Schools

Audience	Date	Task	Details
Non Public Schools	September 24 th , 2010	ELL Identification: W-APT Screening	<p>For the identification of new students and kindergarteners (K5) who are potential ELLs and have not taken the W-APT or ACCESS for ELLs:</p> <ul style="list-style-type: none"> • Fill out the Home Language Survey with the parents/guardians • Administer the W-APT ACCESS Screener <p>All new W-APT tests with the accompanying Home Language Surveys are to be turned in to Debra Spatz, room 142, Central Services on or before September 24 at 4:00 PM</p> <p>Please note: W-APT tests will not be scored without the accompanying completed Home Language Survey signed by the parent or guardian.</p> <p>NO STUDENT (K5-12TH GRADE) WILL BE INCLUDED IN THE ACCESS TESTING WITHOUT A PROFICIENCY LEVEL DETERMINED BY EITHER A W-APT OR PREVIOUS ACCESS TEST.</p>
Non Public Schools	September 24 th , 2010	Data File Updates	<p>Participating schools will receive a data file in excel and a hard copy of their ELL students at the first quarterly consultation meeting in September. Mail your updated Data File to spotzda@milwaukee.k12.wi.us with "Data File Update" in the subject line on or before 4:00PM September 24, 2010. Labels for the ACCESS for ELL Tests as well as tier placement is determined by this file.</p> <p>Updates include:</p> <ul style="list-style-type: none"> • September 2010 grade • Deletion of students no longer at your school • Inclusion of students who have transferred to your school and already have a proficiency level (call Debra Spatz if unsure 475-8800) <p>Do not add students who do not have a proficiency level. Debra Spatz will add eligible students to your file based on the W-APT tests and Home Language Surveys submitted by the schools.</p>
ALL	November 24 th 8:00-11:00 December 1 st 12:00-3:00	ACCESS for ELLs Test Administrator Trainings	<p>Certified staff who will be administering the ACCESS for ELLs assessment must be certified. Please contact Robin Rivas @ 475-8732 for further information regarding certification or attend one of these two face to face trainings. Participants must register on ENROLL at http://enroll.milwaukee.k12.wi.us/</p>
Non Public Schools	December 1 st – December 3 rd	Pick up for ACCESS Test Materials	<p>Test materials will be available in room 142 ready for pick up from 8:30-4:30. Please be sure to secure the materials at all times while in your possession.</p>
Non Public Schools	December 1 st – February 4 th	ACCESS for ELLs Test Window <i>MPS Schools</i>	<p>ALL ACCESS for ELLs testing must be completed within this window. Disregard any dates included in your materials packet.</p>



**MILWAUKEE
PUBLIC SCHOOLS**

DEPT. OF EDUCATIONAL SERVICES
DIVISION OF BILINGUAL MULTICULTURAL EDUCATION

ALL	January 7 th	MetriTech sends pre ID labels to District	Schools will be notified when the labels arrive and are available for pick up in room 127 between 8:30-4:30.
ALL	December 1 st - January 28 th	ACCESS for ELLs Additional Materials Ordering Deadline	E-mail Robin Rivas at rivasra@milwaukee.k12.wi.us to order additional test booklets. Any requests made after January 28 th will not be filled.
Non Public Schools	February 4 th	ACCESS for ELLs Completed Materials Due	ALL ACCESS for ELLs testing materials must be returned to room 127 no later than 4:00. Refer to the MetriTec guidelines (included with your materials) when packing test materials.
ALL	*April 21st (tentative)	ACCESS Reports Sent to Schools	All Access reports will be sent to the school administrator for appropriate disbursement.