

Dear colleague,

This field memo contains important and timely updates regarding policies and procedures related to the education of English learners (ELs). You are receiving this e-mail because your district has identified you in PIMS as a point of contact for the language instruction educational program (LIEP) in your district. **If you are not the appropriate person to receive this information, please do not respond to this e-mail**, but rather pass this along to the appropriate person and contact your administration to correct the point of contact in PIMS.

### **Reclassification of ELs (2020-2021)**

- 2021 ACCESS score reports will be available electronically in the WIDA AMS on December 16<sup>th</sup>
- Districts will receive paper reports on January 5<sup>th</sup>.
- An exception is being made for 2021 allowing students to be reclassified during a limited window from December 16<sup>th</sup> through January 7<sup>th</sup> due to the fact that scores were not available during the normal window.
- You must complete the [reclassification procedure](#) as it is outlined in the state guidance (complete rubrics and compile scores) before or during this window.
- **There will be no extensions to the reclassification window.**
- Districts must ensure the reclassification rubrics are completed prior to December 16<sup>th</sup> for all students who are determined locally to be likely to meet the minimum ACCESS overall composite level of 4.5.
- Once a reclassification determination has been made, as long as it is within the Dec 16 – Jan 7 window, the district may change a student's status in PIMS from "active EL" to "Monitor 1" as of the beginning of the school year without requesting a manual override.
- If a 2022 ACCESS test was ordered for a student who is reclassified during this window, then simply return any testing materials to DRC unused/unmarked.
- If a student cannot be reclassified during the exception window or does not qualify, then he/she must take the ACCESS test during the 2022 window.

### **2022 ACCESS test monitoring**

- PDE will be conducting a combination of virtual and on-site monitoring activities for the 2022 administration of the ACCESS test.
- Districts are NOT required to submit testing schedules to PDE.
- PDE will contact districts prior to monitoring.
- PDE is not sharing the monitoring tool this year. Please ensure that all procedures outlined in the Test Coordinator Manual and other WIDA/DRC resources are followed.

### **2022 ACCESS testing**

- The requirements for ACCESS and Screener test administrators and test administrator eligibility are outlined on the [PA page](#) on the WIDA website.
- All important dates related to ACCESS testing are outlined on the [PA page](#) on the WIDA website. It also contains important documents that you should review prior to testing. Please review all the information contained there.
- You should plan to begin testing as soon as possible once the 2022 window opens. **PDE cannot extend the ACCESS testing window.**

- You may begin ordering additional testing materials on January 4<sup>th</sup>. Please try to limit the number of orders as much as possible (i.e., order all materials at once rather than placing multiple smaller orders).

### **Ongoing professional learning**

- PDE has finalized the spring professional learning calendar and will be updating the [ESL Portal](#) in the coming days. Please check the site for updates.
- There are a number of useful resources on the Portal for Coordinators. These include tutorials that explain state expectations, guidance, procedures, and policies as well as live professional learning opportunities offered free of charge. Please take a moment to review these resources and to make your staff aware of them.
- The ELD Professional Learning Summit will be held virtually April 5-7, 2022. Registration will open in early 2022. Visit the [ELD Summit Website](#) to Learn More.
- Please see the attached professional learning calendar for more information.

For any questions related to policies or guidance, please feel free to contact a member of the EL team at PDE – Bob Measel ([romeasel@pa.gov](mailto:romeasel@pa.gov)) or Julia Hutton ([juhutton@pa.gov](mailto:juhutton@pa.gov)).

For questions related to professional learning, please contact Andrea Kolb ([akolb@csc.csiu.org](mailto:akolb@csc.csiu.org)).

Best,

**Bob Measel** | ESL Bilingual Education Advisor II / Title III Director  
Division of Instructional Quality  
Department of Education | Bureau of Curriculum, Assessment, and Instruction  
333 Market Street | Harrisburg PA 17126-0333  
Phone: 717.783.6595 | Fax: 717.783.6642  
[www.education.pa.gov](http://www.education.pa.gov)