

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.***

### **New FAQ**

PDE has published a new [FAQ page](#) on the ELD Portal. Many common questions and their answers are presented there. The FAQ will be updated on an ongoing basis as new questions come in. Rather than attempt to categorize the questions, which can seem arbitrary and, in some cases, confusing for users, we have presented the questions in a single list and provided a keyword search function. We encourage you to review this resource periodically to help keep up to date on issues related to the education of English learners.

### **Updates to ELD Portal**

The ELD Portal, which houses all professional learning opportunities and resources as well as the library of translated parent communications, has been updated to streamline the content and make the user experience more intuitive. You may need to update any existing bookmarks you have saved locally due to these changes. If you have suggestions for improvements or are having a hard time finding anything, please let us know by emailing [esl@csc.csiu.org](mailto:esl@csc.csiu.org).

### **REMINDER: Reclassification of ELs**

Districts should have implemented plans for reclassification of ELs at this point in the year. After thoroughly reviewing the [reclassification guidance](#), you must ensure that you:

- have selected content teachers who will complete the language use inventories;
- are actively managing the decision-making/reporting process in accordance with the [reclassification procedure](#);
- have trained staff to use the rubrics and evaluate students' language use;
- are holding teachers accountable for completing the inventories prior to the release of ACCESS scores; and
- have selected students for whom inventories will be completed in anticipation of qualifying ACCESS scores.

As a reminder, the final step in the reclassification decision-making process is the recommendation from teachers who complete the language use inventories. Districts **must** consider these recommendations along with the points assigned by the ACCESS assessment and the rubrics when deciding whether or not to reclassify ELs. Simply exceeding the minimum cutoff for reclassification eligibility is not automatic grounds for reclassification.

### **ELD Instruction Requirement**

In some cases, districts may be forced to assign ESL teachers to cover classes in place of their regularly scheduled ELD classes or instructional times when substitutes are unavailable. As a reminder, ELD

classes and/or instructional times are a core component of an English learner's academic program and are essential in the appropriate implementation of the Language instruction educational program (LIEP). Districts should plan and take steps to minimize or eliminate the reduction of ELD instruction as a result of staff shortages. As a reminder, ELD instruction must be delivered by a licensed ESL teacher.

### **Office hours**

Please consider attending one of the scheduled virtual office hours meetings to hear updates from PDE, ask questions or bring your concerns, and network with colleagues from across the Commonwealth. The schedule for the meetings can be found on the ELD Portal on the [live virtual trainings page](#). The last two meeting for the 2022-2023 school year will be on:

Thursday, May 18 | 10:00 AM – 11:00 AM - [Register](#)

Tuesday, June 6 | 1:00 – 2:00 PM - [Register](#)

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 Puza ([jpuza@pa.gov](mailto:jpuza@pa.gov)).

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

Best,

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