

Elementary ESOL Schedule: How-To Guide

Action		Notes	Team Members
1	Gather EL student data, rosters, WIDA scores, academic data from previous years if available	EL Rosters and Data Sources: Infinite Campus, i-Ready, Amplify, Data Link	ESOL teachers
2	Gather school-wide schedules: <ul style="list-style-type: none"> • Grade- level daily instruction • Grade-level collaborative planning • Data meetings • Lunch/resource 	Communicate with general educators to look for best opportunities to work with your students. <i>Examples: During small group instruction, centers, writing, social studies, science</i>	ESOL teachers General educators Admin/Instructional lead
3	Evaluate each student's language instruction needs	Consider the whole child, not just overall proficiency level. <i>Examples: Oral language vs. literacy, Amplify reading data, i-Ready data</i>	ESOL teachers General educators Related service providers
4	Begin grouping students by proficiency level, grade. Refer to the guidance below* for suggestions regarding frequency of instruction.	Look at proficiency levels. Which students have similar needs? Which grade bands have similar needs and could be grouped? <i>Note: As you consider groups, be cognizant of students' age and developmental needs.</i>	ESOL teachers
5	Schedule weekly collaborative planning time that maximizes time with grade-level teams	Consider rotating collaborative planning if you work with multiple grade levels.	ESOL teachers General educators
6	Re-evaluate student needs on a regular basis and adjust schedules accordingly	When new data is available, collaborate with teams to assess growth and re-evaluate student needs. <i>Examples: after i-Ready, Amplify, WIDA progress monitoring, etc.</i>	ESOL teachers General educators Admin/Instructional lead

*Suggested Guidance for Frequency of English Language Instruction

Student Group	Proficiency Level	Suggested Frequency of English Language Instruction
Beginner and Newcomer EL	1.0 – 1.7	4-5 days/week
Low Intermediate EL	1.8 – 2.5	3-5 days/week
Intermediate EL	2.6 – 3.7	2-4 days/week
Advanced EL	3.8 – 4.4	1-3 days/week

(Duration of instruction will vary by student need and school schedule)