

ESL Referral Procedures

1. Identify an ELL from the home language survey. If another language is spoken in the home or the student speaks another language they must be screened.
2. Call for the student to be screened or use the WIDA screener to determine eligibility. A student who scores a 4.4 and lower is eligible for services. If a student does not speak English, that student receives a score of 1. They are automatically eligible for services and do not need to be screened. proceed to step three.
3. We will send the scores to the school for eligibility or the school will send us the scores for eligibility. The school will contact the parent or guardians and let them know they are eligible for services. A description of our program can be sent in many languages to the parent. Please let us know if you need assistance.
4. After the parent approves services, please call or email our teachers to set up enrollment. Once enrollment is confirmed, please fill out our registration form on the [St. Clair ROE website](#).
5. The school district is responsible for setting up transportation. Please call or email our teachers to confirm their start date.

Thank you,

Amanda Swaim, ESL Teacher
618-825-3960
aswaim@stclairroe.org

Josh Wilkens, ESL Teacher
618-825-3959
jwilkens@stclairroe.org