

IRVINGTON PUBLIC SCHOOLS
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PRE-QUALIFICATION REFERRAL PROCESS OF ENGLISH LEARNERS (ELS)
TO SPECIAL SERVICES DEPARTMENT

Introduction

English Learners (ELs) experience difficulties in acquiring English and in progressing academically. In some situations, their low performance may not have to do with the child's language or cultural differences, but with a related disability that require special education intervention services. When both concerns are present in an EL student, the English as a Second Language (ESL) teacher must start a pre-qualification process to refer the EL child to the school's "Child Study Team". Based on federal and state regulations, EL students with disabilities are entitled to receive special education services when appropriate (*NJAC 6A:14-3.5(b) Determination of Eligibility*), in addition to ESL and/or bilingual services.

Referral Process

Before an official referral is submitted to the Special Services Department, the ESL/bilingual teachers must:

Step 1	Identify and keep records (between two (2) to four (4) months) of the academic problem(s) the student(s) is/are exhibiting in all four-language domains: Listening, Reading, Writing, and Speaking. In addition, the ESL teacher must provide a report on EL students' acculturation and environmental integration to the school and classroom.
Step 2	Collect the student's work (ACCESS scores, formal and informal assessments, including report cards) for the past two years, or the time the student has been in the district.
Step 3	Keep a record of conferences with the mainstream classroom teacher(s) on student's progress in all content areas (between two (2) to four (4) months).
Step 4	Keep a record of conferences with the parents/guardians notifying them of the concerns pertaining to the student's linguistic difficulties (documented conferences with parents signature)
Step 5	Complete an EL Special Services Referral Form (<i>see attached</i>) and have school principal review and sign.
Step 6	Forward complete package to the Department of ESL/Bilingual/WL Programs for review and approval.
Step 7	If approved, package will be sent to Special Services Department for further evaluation and recommendation of next steps.
Step 8	Notify parent/guardian that an initial recommendation was submitted to Special Services Department

References

<http://www.state.nj.us/education/bilingual/resources/ELLSpecialNeed.htm>
<http://www.nj.gov/njded/bilingual/resources/cst/>.