**Title III Monitoring FAQ**

**2023-24**

**Purpose:**

This document was created to aid districts/ESDs with the Title III Monitoring submission. Additional clarifying questions will be added as appropriate. Please reach out to [Kim Miller](mailto:kim.a.miller@ode.oregon.gov) if you have additional questions.

**Submission Questions**

1. **How should a district/ESD submit evidence to ODE?**

Having a consistent system for organizing the monitoring evidence supplies ease for district staff and ODE reviewers. This is a recommended organizational system; districts/ESDs do not have to use this system.

**Organization of the Monitoring Rubric**:

The 2023-24 Title III monitoring rubric is organized in 9 sections with a combined total of 28 items. Each item includes references to the applicable federal and state laws and regulations, as well as a description of the type and quantity of evidence required for monitoring.

| **Section** | **Focus** | **Items** |
| --- | --- | --- |
| 1 | English Learner Plan | 1 |
| 2 | Identification of English Learners | 7 |
| 3 | Parent, Family, and Community Engagement | 1 |
| 4 | Annual Assessments (ELPA, LA, Math, Science, Ore-Ext) | 7 |
| 5 | Exiting/Monitoring English Learners | 2 |
| 6 | Access to Instructional Program/Graduation | 4 |
| 7 | Staffing for English Learner Programs | 2 |
| 8 | English Learner Data | 3 |
| 9 | Fiscal Review | 1 |

**Recommended Organizational System – see this web page for the monitoring guidance PPT.**

* Create an electronic monitoring file folder, labeled by the district/ESD name and TIII monitoring 2023-24
  1. In this folder, create 9 sub-folders (one for each section of the monitoring rubric), labeling the folders by section number
* In each section folder
  1. Create a folder for each question, labeling the folder by question number
     1. Sections 1, 3 and 9 – do not need a sub-folder – there is only one question for these sections
     2. Sections 2 and 4 – have 7 questions
     3. Sections 5 and 7 – have 2 questions
     4. Section 6 – has 4 questions
  2. Include the specific evidence for each question in its respective folder
* Monitoring items requiring the district/ESD to provide a description of a process/procedure
  1. The district/ESD can choose to either:
     1. Submit the specific descriptions as a separate document saved in the specific question folder, **OR**
     2. Submit a signal document that includes the responses for each question requiring a description**. If the district selects this possibility, please save this document in the main monitoring folder named: \_\_\_\_\_\_\_\_\_\_ (district/ESD name) Monitoring descriptions**
  2. The district/ESD could opt to use the District Submission Template located [here](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/EL/Pages/Monitoring.aspx)

1. **Can the district/ESD submit the evidence with Google links?**
   1. Yes; however, ODE staff will have to download all the items saved on Google to preserve the monitoring submission.
   2. This download and saving process may take more time for ODE staff to begin reviewing district/ESD evidence.
   3. If the district chooses to submit with a Google link, please make sure that the document does not have restricted access.
      1. ODE staff have an ODE Google email that ends in @oregonlearning.org
      2. If the document is not accessible to ODE reviewers, the team will request access
      3. If access is not granted prior to the timeline for ODE reviewers to complete their review, the district/ESD may have a finding for the submitted evidence that is not accessible
2. **Where is the secure file transfer application found?**
3. Districts/ESDs should zip all the section folders into the main folder, then upload the main folder on the Secure File Transfer application.
4. <https://district.ode.state.or.us/apps/xfers/>
5. **How will the district/ESD know that ODE has received the monitoring submission?**
6. ODE staff responsible for downloading the secure file will communicate with the district/ESD once the files are downloaded.
7. If there are files that were not able to be downloaded, ODE staff will contact the district/ESD to resubmit the files.
8. **Can a district/ESD request an extension to the due date for their monitoring submission?**
9. Yes, please email a request to [Kim Miller](mailto:kim.a.miller@ode.oregon.gov) that includes:
   * 1. Request for submission extension
     2. Reason for the need to change the timeline
     3. Date when ODE staff would receive the monitoring submission, if approved
10. Kim will send this information to MME Director for review.
11. Kim will communicate the extension decision to the district/ESD.

**Program evidence questions**

1. **We have an integrated ELD instructional program, how do provide evidence for instructional materials?**

Districts with integrated ELD programs must:

* Provide evidence of the adoption of the instructional materials for the content area standards, **and**
* Provide evidence that these materials address the ELP standards for all proficiency levels for ML/EL students enrolled in that class.

Districts can demonstrate the proficiency level requirement by including any of the following:

* Providing evidence of alignment of the ELP standards with the adopted core area standards.
* Independently adopt the content area instructional materials as ELP adopted instructional materials.
* Provide evidence of instructional materials or resources that cover the ELP standards for the English language proficiency levels for all students having EL status enrolled in the integrated program.

1. **What is the link to getting monitoring material/supports from ODE?**

The link for the supporting materials is: <https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/EL/Pages/Monitoring.aspx>

On that webpage, you will find:

1. Districts Selected for Monitoring 2023-24
2. Monitoring Rubric
3. Submission Template
4. Organization Guidance slides
5. Assessment Accessibility Checklist
6. **If we were a consortium lead the past few years, but this year we are a stand-alone Title III district, do we focus on our district only?**

Yes.

1. **Do we have to be trained every year for ELPA testing?**

Yes. This applies to the ELPA Summative, the ELPA Screener, and also the Alt ELPA (if a district will be administering that test). Training requirements are listed in the [Test Administration Manual](https://www.oregon.gov/ode/educator-resources/assessment/Documents/test_admin_manual.pdf) , section 1.5, and in the [ELPA Screener Administration Manual](https://www.oregon.gov/ode/educator-resources/assessment/Documents/ELPA_Screener_Administration_Manual.pdf) and [Alt ELPA User Guide](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fosasportal.org%2Fresources%2Fmanuals-and-user-guides%2Falt-elpa-user-guide&data=05%7C01%7CSusan.Mekarski%40ode.oregon.gov%7C4484b8f21829433f25d608dae2a37d5e%7Cb4f51418b26949a2935afa54bf584fc8%7C0%7C0%7C638071489076531520%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=pqhk2M5uGG%2FIrEI6XV1o8Z6SqKdh19BkyCpTZN2e%2BsA%3D&reserved=0) (for those specific tests).

ELPA training needs to be completed once per calendar year, but that time requirement does not need to be tracked to the day. For example, a TA who completed ELPA Screener training in spring 2022-23 does not need to renew that training before administering any ELPA Screeners in August 2023-24 (as long as they are aware of any new developments regarding the test). However, they do need to renew their ELPA Screener training in 2023-24 (for example, there may be a pre-planned “seasonal” training which includes other TAs in the school/district).

Please reach out to [Ben.wolcott@ode.oregon.gov](mailto:Ben.wolcott@ode.oregon.gov) for the most updated guidance

1. **What is the difference regarding what consortium districts and consortium leads need to submit for monitoring?**

For districts that are consortium leads, you will submit your district monitoring and the fiscal for the consortium. The member district will be submitting their own district monitoring items except the member district will not submit the material for the fiscal component, unless the consortium member district received a Title III Immigrant grant.

1. **How will master schedules be evidence if the district has an integrated ELD program?**

The master schedule should show the integrated ELD classes and ELD classes. The district can provide a description of the instructional program to clarify the English language acquisition instruction.

1. **Can you explain what you mean by "making progress towards English Proficiency”?**

Making progress towards English proficiency is also known as On Track to English Language Proficiency. However, some districts may have local formative assessments in addition to the state ELPA summative that demonstrates a student’s progress learning English.

1. **If we are not on the list this year, can we start getting documentation together or would it need to be current for next year?**

It is important to continuously review your systems and processes so that you are ensuring your district is meeting the needs of students designated as ELs and in compliance with Title III requirements. Current Title III monitoring documents for the 2023-24 SY are on our Title III Monitoring webpage for reference. It is possible that ODE will refine the rubric questions from one year to the next, but districts could use the 2023-24 documents as a reference.

1. **On Section 3 for Family Engagement, what date range would you want information from?**

For Section 7, please provide material from either the current or immediate past year. If you have additional questions around this item, please reach out to [Kim Miller](mailto:kim.a.miller@ode.oregon.gov).

1. **Do we have to redact student names on documents submitted?**

By using the ODE Secure File Transfer system, all documents are encrypted. ODE has a secure file folder to store submitted evidence. The district could **choose** to redact the student names if the district chooses to do so; please leave an SSID number on the forms for ODE reviewers to refer to if necessary.

1. **Who does the district/ESD contact if they need help with monitoring submission requirements?**

[Kim Miller](mailto:kim.a.miller@ode.oregon.gov), Title III Education Specialist

1. **Who does the district/ESD contact if they need help with the secure file transfer?**

[Leslie Casebeer](mailto:leslie.casebeer@ode.oregon.gov), Title III Office Specialist