

Designated English Language Development (ELD)

~Step-by-Step from Start to Finish for TK-12th~

Step 1

- Confirm your current ELs and identify any future ones.
- [Link: How to ID Your ELs on Q](#)

Step 2

- **For TK-5th**, please complete an [AWR for ELs](#) for each AP.
 - Here is a [sample of a completed AWR for ELs](#) and [a list of Integrated ELD Supports](#).
- **For 6th-8th**, no upfront paperwork is required; just ensure an ELD course is on Q.
- **For 9th-12th**, please complete an [ELD WAAF](#) for each semester.
 - The course code on the student's schedule on Q needs to match the course code on the student's WAAF.

Step 3

- **All TK-12th English Learners** must complete the [required](#) Designated ELD curriculum.

Step 4

- **For TK-5th**, a Designated ELD SWS will need to be submitted for Attendance Periods 2, 4, 6, 8, and 10.
- **For 6th-8th**, a Designated ELD SWS will need to be submitted during each Attendance Period **during Quarter 2 and Quarter 3 only**.

>The [Documentation by Grade](#) will show you the SWS schedule and SWS Naming Convention.
>To pull a SWS on SummitK12, please use the following [steps](#).

Step 5

- **For TK-5th**, a notation needs to be placed in the English Language Development (ELL only) section of the Semester Report Card utilizing the Legend provided. (i.e. In Progress or Met Standards)
 - Reminders on completing Elementary Report Cards can be found [here](#).
 - The Elementary Report Card drafts for Sem 1 can be found [here](#) and for Sem 2 [here](#).
- **For 6th-8th**, you will need to enter an [ELD grade](#) into **Student Marks on Q** at the end of both Semester 1 and Semester 2. In addition, you must [download all ELD Course Reports](#), merge them using Kami, and upload them to the Middle School Closed WAAF [Google Form](#).
- **For 9th-12th**, you will need to determine an [ELD grade and credits](#), merge the [ELD Course Reports](#) to the WAAF, and complete the applicable 25-26 High School Closed WAAF [Google Form](#).