

Please e-mail your building plan to [Justine Palabrica](#) by **September 13** for review and approval.

WIDA Screener – Year Long (Sept 3 – June 6)

Grades K to 12

WIDA screener is an approximately hour-long test given to students who mark a different language than English on their Home Language Survey within the first 10 days of enrollment to determine eligibility for Multilingual Learner (ML) services, as well as students eligible for Title III.

School Name: _____

Administrator who will serve as School Coordinator: _____

Who is the ML Designee at your school: _____

SC Resources can be found on [Docushare](#)

- 1. Accommodations & Domain Exemptions:** Please identify the person responsible for the activities below. [Accessibility and Accommodations Manual](#)

Activity	Person Responsible
Email the ML department with any student accommodations or domain exemptions (<i>cannot test a student until domain exemption has been coded</i>).	
Provide TAs with test schedule, roster, and any other administrative considerations (designated supports).	

2. Test Administrators (Proctors) Access to DRC:

- Trained proctors will be provided access to testing systems by the ML department.
 - i. Trained scorers will be provided additional permissions once they pass online WIDA quizzes.

3. Training Dates:

- All proctors and ML Designees must attend one of the following trainings:
 - High School (ML Success Coordinators) Aug. 12 at CRC – Cascades Room (9:00am – 1:00pm)
 - Elementary School Sept. 3 at CRC – Port Gardner Room A and B (9:00am-12:00pm)
 - Middle School (ML Paraeducators) Sept. 3 at CRC – Port Gardner Room B (1:00pm-3:00pm)

4. Test Security and Logistics Responsibilities:

Document Storage: Location should be accessible to your building's ML Designee	Location:
List staff with keys (access)	
Do you need to rekey?	☐ Yes ☐ No
Activity	Person Responsible
Who will review Home Language Surveys for possible ML students. (Will this be the designee or team?)	
Who will contact Categorical to find out if student must be screened and when they can start? (Will this be the designee or team?)	
Principal will notify office staff of who will be reviewing Home Language Surveys and the urgency of accurate and complete enrollment data.	Principal
Test tickets, elementary paper tests and scratch paper are entrusted to test administrators to secure and destroy responsibly. Who is responsible for reporting improper secure material handling?	

Activity	Person Responsible
Review and confirm all technology has been updated and is working before testing students.	
Review scores, file score reports and distribute Parent Notification Letters. (Will this be the designee or team?)	
Complete Test Incident and School Security reports in ARMS by June 9, 2025 .	School Coordinator
Who is responsible for ensuring all state required documents have been correctly completed, placed in state testing binder, and sent to A&R by June 9, 2025 .	
Numerous activities will need to be completed in the first two weeks of school. The school coordinator must ensure these activities are completed on time. See ML Designee WIDA Screener checklist.	School Coordinator

5. Test Communication Plan. Considering the impact that testing will have on the many people at your building, list ways to communicate to all who are affected.

Impacted Group	How/what we intend to communicate:	Person Responsible	Date(s)
ML Students	Testing schedule and purpose. Results and carry home. Parent Notification Letter.		
ML Parents	Parent Notification Letter.		Ongoing
Teacher/Faculty	Excused student list with times.		
Office support staff	Registration completed correctly and quickly in eSchool. Communicate with ML team about announcements or drills during active testing.	Principal	

Building Plan completed by: _____

Your Name

If you have any questions, please contact Quiana Hennigan at x4057 or ghennigan@everettsd.org