

This document contains guidance on the identification and placement process for newly arrived English language learners in your state. WIDA and your state education agency have worked together to provide this outline of policies, procedures, assessment options, test administrator training requirements, and criteria for placement in ELL services. This document is updated each spring and throughout the year per SEA request.

**For questions related to state policy, please contact:**

Kirsi Laine  
Deputy Director  
Language and Culture Division  
kirsi.laine@state.nm.us  
(505) 827-6505

For questions related to WIDA’s website, resources, or assessments, please contact the WIDA Client Services Center at [help@wida.us](mailto:help@wida.us) or (866) 276-7735.

### Initial Assessment and Identification

Questions/Topic	State-specific Guidance
<b>Process Overview</b>	<p>The department-approved New Mexico Language Usage Survey (LUS) must be completed for all new students initially enrolling in a public school.</p> <p>If any of the answers to questions 1-6 on the LUS are “yes” or if a language other than English is indicated on question 7, the English language proficiency screener will be administered to the student. The department-approved English language proficiency screener is the W-APT for kindergarten and the WIDA Screener Online for grades 1-12.</p> <p>Results of the English language proficiency screening assessment will indicate whether the student is identified as initially fluent English proficiency (IFEP) or as an English learner (EL).</p>
<b>Timelines</b>	<p>Initial identification of a student as an EL and parent notification must occur not later than 30 days after the beginning of the school year, or within two weeks of initial enrollment if not enrolled at the beginning of the school year.</p>

## Initial Assessment and Identification

<b>Language Usage Survey</b>	<p>Parents must complete the department-approved New Mexico Language Usage Survey (LUS) upon initial enrollment in public school. The LUS is completed one time and must be kept in the student’s cumulative file, to be transferred as part of the student’s records to another district, if necessary.</p> <p>If any of the answers to questions 1-6 on the LUS are “yes” or if a language other than English is indicated on question 7, the English language proficiency screener will be administered to the student.</p>
<b>State Approved Assessments</b>	<p>Kindergarten: Kindergarten W-APT Grades 1-12: WIDA Screener Online</p> <p>*WIDA Screener Paper is administered to students whose IEP or 504 Plan requires it.</p>
<b>Paper Based Screener Costs</b>	<p>Districts may use WIDA Screener Paper for students who require a paper based form due to IEP or 504 Plan requirements.</p> <p>Districts will pay for WIDA Screener Paper purchases. New Mexico PED recommends districts purchase a kit in case it is needed.</p> <p>For more information on purchasing WIDA Screener Paper, go to the <a href="#">WIDA Store</a>.</p>

## Initial Assessment and Identification

<b>Identification/Placement Criteria</b>	<p><b>Identification Criteria:</b></p> <p><b>Kindergarten W-APT scores</b>  Students are identified as EL with a score of <b>26 or lower in Listening &amp; Speaking</b> (1<sup>st</sup> Semester)  Students are identified as EL with scores of (2<sup>nd</sup> Semester):  <b>26 or lower in Listening &amp; Speaking</b>  <b>13 or lower in Reading</b>  <b>16 or lower in Writing</b></p> <p><b>Grades 1-12 WIDA Screener scores</b>  Students are identified as EL with a Composite (Overall) score of <b>4.5 or lower.</b></p> <p><b>Exit Criteria:</b></p> <p>Overall Composite PL <math>\geq</math> 5.0 on ACCESS for ELLs  Overall Composite PL <math>\geq</math> P1 on Alternate ACCESS for ELLs</p>
<b>Other Useful Resources or Information</b>	<p>The completed LUS form and W-APT or WIDA Screener results must be included in the student's cumulative file and must transfer as part of student records.</p> <p>If a student transfers from another school, the receiving school/district must contact the sending school/district to request that the student's original LUS and W-APT or WIDA Screener results be sent to the receiving school/district. Further guidance on transfer students can be found on pages 31-32 of the <a href="#">LUS Guidance Handbook</a> FAQ Question 21.</p> <p>For more information, please see the <a href="#">LUS Process Map</a>, <a href="#">LUS Form</a>, and <a href="#">Serving English Learners Technical Assistance Manual</a>.</p>

## Test Administrator Training and Certification

Question/Topic	State-specific Guidance
<b>Test Administrator Qualifications</b>	Only licensed school instructors, counselors, student success advisors, administrators, or instructional support providers can be test administrators (TAs) for the WIDA Screener or the W-APT.
<b>Test Administrator Training Requirements</b>	<p>TAs must re-certify each school year to administer the tests. New Mexico defines the school year as July 1-June 30. To be certified, TAs must complete the required certification quizzes with passing scores of 80% or higher. Certifications must be kept on file by the district test coordinator (DTC) for five years.</p> <p>To be certified to score the <b>WIDA Screener</b>, TAs must score 80% or higher on:</p> <ul style="list-style-type: none"> <li>• Speaking Quiz Grades 1-5</li> <li>• Speaking Quiz Grades 6-12</li> <li>• Screener Writing Quiz Grades 1-5</li> <li>• Screener Writing Quiz Grades 6-12</li> </ul> <p>TAs must be certified for the grade levels they will be administering to. All training and certification quizzes are located on the WIDA Secure Portal.</p> <p><b>Kindergarten W-APT:</b> To be certified to administer Kindergarten W-APT, TAs must review all applicable test administration materials and other resources as well as view applicable webinars.</p>
<b>Website Permissions</b>	<p><b>WIDA Secure Portal</b> (<a href="http://portal.wida.us">portal.wida.us</a>) W-APT and WIDA Screener: Contact District Test Coordinator for permissions.</p> <p><b>WIDA AMS (DRC)</b> (<a href="http://wida-ams.us">wida-ams.us</a>) Educator Scoring for WIDA Screener: The local scorer must meet the requirements of a Test Administrator (TA) and complete the speaking and writing scoring certifications. TAs contact their District Test Coordinator for permissions.</p>

## ELL Program Requirements – Services &amp; Support

Question/Topic	State-specific Guidance
<b>ELL Services or Program Requirements</b>	<p>EL programs must be designed to meet two goals:</p> <ol style="list-style-type: none"> <li>1. Attainment of English language proficiency</li> <li>2. Meaningful access to all grade-level content instruction</li> </ol> <p>EL programs should consist of English language development (ELD) at least 45 minutes daily, which can be a separate pull-out class (K-12) or an ELD block for elementary grades only, and is differentiated based on the English language proficiency level of the ELs. Sheltered instruction should be used in all content area classes K-12<sup>th</sup> grade.</p> <p>Please see the <a href="#">English Language Development Instructional Framework Guidance Handbook</a> for further information.</p>
<b>Declining Services</b>	<p>Parents may opt out of EL programs or services; however, the district is still required to provide language support services within the general education classroom. EL students must continue to take the annual ACCESS for ELLs assessment until they reach the minim exit criteria. Parents cannot opt out of EL identification nor can they deny their students the ability to exit EL status.</p> <p>To decline EL programs or services, parents annually complete and sign an opt-out form.</p> <p>Districts/Schools must continue to monitor the English language proficiency and academic progress of students who opt out of EL programs or services. If the district/school determines through its monitoring process that the student is struggling, it should take appropriate steps to assist the student, including, but not limited to, notifying parents and again offering EL services.</p>