



SUPPORTING ENGLISH LANGUAGE LEARNERS



What to Do When a New ELL Registers

For more information contact your ESL Teacher Lead or the Principal of Teaching and Learning:

ESL Teacher Lead in the Eastern Region: Karen Rae Peet
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ESL Teacher Lead in the Western Region: Gina Landriault
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Principal of Teaching and Learning: Jennifer McMaster (jen.mcmaster@ucdsb.on.ca)

Newcomer	International
1) Contact your ESL Learning Partner to notify them and they will help coordinate an Intake Interview to welcome the family and help with the registration process.	1) Contact your ESL Learning Partner to notify them and they will provide information regarding the student's English language proficiency, if it is available, as well as some ideas for making the student feel welcome in your school.
2) The ESL Learning Partner will complete an English Language Proficiency assessment and create a STEP student profile to be kept in the OSR.	2) If the student has no ESL levels from the Upper Canada Leger Centre (UCLC), your ESL Learning Partner will complete an English Language Proficiency assessment and create a STEP student profile to be kept in the OSR. *Note: this is not necessary for short-term students.
3) The Office Administrator will input ELL Data Entry into PowerSchool *including the STEP levels from the assessment.	3) The Office Administrator will input ELL Data Entry into PowerSchool *including the STEP levels from the assessment.
4) The STEP student profile will be updated at least once a year by the classroom teacher, LRTs, with the assistance of ELL instructors where possible.	4) The STEP student profile will be updated at least once a year by the classroom teacher, LRTs, with the assistance of ELL instructors where possible.



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