



The following suggestions are intended to support EL program leaders in planning for important tasks. It is not entirely comprehensive and the suggested roles may be different in your setting.

Roles: DC = District Coordinator, BC = Building Coordinator, TA = Test Administrator

All information for ELPA21 testing (user guides, administration manuals, training modules, practice tests, parent resources, etc.) can be found at the [NE ELPA21 Portal](#).

Month	Suggested Tasks	Role
July	Prepare for upcoming school year <ul style="list-style-type: none"> <li>• Review Users in TIDE and update district users as needed (access TIDE from the NE ELPA21 Portal- <a href="#">Test Administrators Page</a>)</li> <li>• Redesignate Proficient students in district SIS</li> <li>• Review Student Reports (access Reporting from the NE ELPA21 Portal – <a href="#">Test Administrators Page</a>). See <a href="#">Quick Guide to Reporting</a>.</li> <li>• Update placement decisions based on scores</li> </ul>	DC  DC, BC, TA
August	Conduct screenings, notify parents <ul style="list-style-type: none"> <li>• Add new potential EL students into TIDE for testing</li> <li>• Ensure all TAs are trained to administer the ELPA21 Screener – <a href="#">link</a> to training resources</li> <li>• Administer ELPA21 Screener as needed</li> <li>• Notify parents of program placement using <a href="#">TransACT Parent Notices</a> <ul style="list-style-type: none"> <li>○ Newly Qualified</li> <li>○ Continuing Placement</li> </ul> </li> </ul>	DC, BC  DC, BC, TA
September	Goal Setting <ul style="list-style-type: none"> <li>• Teachers review Individual Student Reports (ISRs)</li> <li>• Students set goals - <a href="#">Sample 1</a> or <a href="#">Sample 2</a></li> </ul>	TA
October	Continued Best Practices in Language Development <ul style="list-style-type: none"> <li>• <a href="#">ELPA21 Enrichment Activities</a></li> <li>• Parent, Family, and Community Engagement Activities</li> <li>• Ongoing Professional Development in best practices to support ELs</li> <li>• Begin planning for summative assessments</li> </ul>	DC, BC, TA

November	<ul style="list-style-type: none"> <li>• Preliminary window to order ELPA21 summative paper, large print, Braille versions</li> </ul>	DC
December	<p>Prepare for ELPA21 Summative</p> <ul style="list-style-type: none"> <li>• Ensure all TAs are trained to administer the ELPA21 Summative – <a href="#">link</a> to training resources</li> <li>• Identify any accommodations needed <ul style="list-style-type: none"> <li>○ Embedded accommodations must be <a href="#">entered in student record</a> prior to testing</li> </ul> </li> <li>• Schedule practice and operational sessions</li> <li>• Provide practice opportunities for students</li> </ul>	DC, BC  DC, BC, TA
January	<p>Prepare for ELPA21 Summative</p> <ul style="list-style-type: none"> <li>• NDE ADVISER data pull for testing labels</li> <li>• Additional ordering window for paper, large print, Braille versions</li> <li>• <a href="#">Print test tickets</a></li> <li>• Schedule and Complete Practice Tests</li> </ul>	DC  DC, BC, TA
February	<p>ELPA21 Summative window opens</p> <ul style="list-style-type: none"> <li>• Monitor testing to ensure all K-12 ELs test</li> <li>• Enter</li> </ul>	DC, BC, TA
March	<p>ELPA21 Summative window ends</p> <ul style="list-style-type: none"> <li>• Monitor testing</li> <li>• Enter <a href="#">Reason Not Tested codes</a></li> </ul>	DC
April	<p>Review and debrief ELPA21 Procedures</p> <ul style="list-style-type: none"> <li>• Note successes and opportunities to improve for next year</li> </ul>	DC, BC, TA
May	<p>Year End Activities Access ELPA21 summative scores. Access Reporting from the NE ELPA21 Portal – <a href="#">Test Administrators Page</a>). See <a href="#">Quick Guide to Reporting</a>.</p> <p>Notify parents of exited students <a href="#">TransACT Parent Notices</a></p> <ul style="list-style-type: none"> <li>• Exit letter for proficient students</li> <li>• Make placement recommendations for next year</li> </ul>	DC, BC, TA
June	<p>Conduct <a href="#">Rule 15</a> Program Review if not previously completed</p>	DC, BC, TA

**Support:**

Nebraska ELPA21 Help Desk (866) 287-5617

NDE Staff: [Allyson Denbeste](#) (402) 405-5212 or [Anne Hubbell](#) (402) 405-7017

Nebraska English Learner Programs Website: <https://www.education.ne.gov/natlorigin/>