MCPS English Learners (ELs) Accommodations Plan for Instruction and State Assessments
Active and Refused English for Speakers of Other Languages (ESOL) Services ELs
Office of Curriculum and Instructional Programs
ESOL/Bilingual Programs Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
Rockville, Maryland 20850

MCPS Form 320-53
September 2018

INSTRUCTIONS: This form must be updated annually and completed or updated within 45 calendar days from start of school year or student date of enrollment.

Student Name: Last__________________________________________ First__________________________________ MI _____
SASID #________________________________________________________ MCPS ID #__________________________
School___________________________________________________________________________________________________ Grade __
Date student entered a U.S. school for the first time ____/____/______
ELA/Literacy Exemption: q Yes q No Math scores to be excluded q Yes q No
Last English Language Proficiency (ELP) assessment date ____/____/______
Proficiency level: Speaking_____ Listening_____ Reading_____ Writing_____ Composite_____

ASSESSMENT ACCOMMODATIONS: Assessment accommodations below also reflect accommodations used in daily instruction.
Are testing accommodations, accessibility features, or administrative considerations recommended for this EL?
q Yes  q No (If yes, please list in the box below)

Testing Accommodations: q None
q 7a: Extended Time
q 7b: Word-to-word bilingual dictionary (English/ Native Language)
For Mathematics, Science or Social Studies Responses:
q 7c: Speech to text
q 7d: Human Scribe/Human Signer
General Administration:
q 7e: Directions Read Aloud and Repeated in Student’s Native Language (by Test Administrator)*
q 7f: Directions Clarified as Needed in Student’s Native Language (by Test Administrator)*
For Mathematics Assessments only:
q 7g: Online Transadaptation of Assessment in Spanish*
q 7h: Paper-Based Edition of Assessment in Spanish*
q 7i: Large Print Edition of the Assessment in Spanish*
q 7j: Text to Speech for Assessments in Spanish*
q 7k: Human Reader for Assessments in Spanish*

Accessibility Features: q None
q 1a: Answer Masking
q 1d: Color Contrast
q 1q: Student reads assessment aloud to him or herself
q 1r01: English Text to Speech (Text only) for Mathematics, Science, & Government Assessments
q 1r02: English Text to Speech (Text and Graphics) for the Mathematics, Science, & Government Assessments
q 1s01: Human Signer for the Mathematics, Science, & Government Assessments
q 1s02: Human Reader for the Mathematics, Science, & Government Assessments

Administrative Considerations: q None
q 2a: Small Group Testing
q 2b: Time of Day
q 2c: Separate or Alternate Location
q 2d: Specified Area of Setting
q 2e: Adaptive and Specialized Equipment or Furniture
q 2f: Frequent Breaks
q 2g: Reduce Distractions to Self
q 2h: Reduce Distractions to Others
q 2i: Change location within school
q 2j: Change location outside of school

RECOMMENDATIONS: Recommended by the following members of the EL Committee (Check where appropriate):
q ESOL Teacher  q Classroom Teacher  q Reading Specialist  q ESOL Contact Personnel
q Other (Please describe)____________________________

*REQUIREMENTS FOR GENERAL ADMINISTRATION (7e and 7f) AND/OR MATHEMATIC ASSESSMENTS (7g, 7h, 7i, 7j, or 7k)
Before checking accommodations 7e, 7f, 7g, 7h, 7i, 7j, or 7k, on this form, you must consult with the achievement specialist in the MCPS ESOL/Bilingual Unit.

SIGNATURES
ESOL Teacher Signature__________________________________________ Name Printed ______________________ Date____/____/______
Principal’s Signature__________________________________________ Name Printed ______________________ Date____/____/______
Parent/Guardian Signature______________________________________ Name Printed ______________________ Date____/____/______

MSDE recommends that an attempt be made to involve parents/guardians and have their signatures on file. However, if parent/guardian signatures are not available, then this form should be mailed to them and an explanation provided if requested.

DISTRIBUTION: Original/Student’s Cumulative Folder  Copy 1/Student’s ESOL Folder  Copy 2/Parent/Guardian