**English Learner Program Review Toolkit**

This English Learner (EL) Program Review Toolkit is a guide administrators can use to evaluate the extent to which ELs are served in their system. Each tool in this toolkit provide information needed to analyze the effectiveness of the EL program in your school/district.

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<th>Continuous Improvement Framework</th>
<th>Tool</th>
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<th>Intended Use</th>
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| **Where are we now?** | Historical Analysis [https://goo.gl/6VHWBF](https://goo.gl/6VHWBF) | Examine local, state, and federal events, procedures, guidelines, policies to identify patterns & causes of current practices. | **Who is involved:** EL team, administrators of EL program, principals, directors, others involved in serving ELs  
**Approx Time:** 2 hours  
With a team of EL teachers, identify actions that have occurred |
| Demographic Data [https://goo.gl/86QSTG](https://goo.gl/86QSTG) | Gather and analyze demographic data, such as: overall % EL & staffing, ELP levels, grade levels, race/ethnicity, language, special education, and more, to determine makeup of ELs in district. | **Who is involved:** Administrators, data coordinator  
**Approx Time:** 2-6 hours  
**Directions:** fill in demographic information |
| Academic Achievement Data [https://goo.gl/z2S2fU](https://goo.gl/z2S2fU) | Gather and analyze academic achievement data of ELs, and to compare to dominant group, to identify areas for improvement. | **Who is involved:** Administrators, data coordinator  
**Approx Time:** 2-6 hours  
**Directions:** fill in academic achievement data |
| Data Driven Dialogue [https://goo.gl/T4Pmzy](https://goo.gl/T4Pmzy) | Protocol to follow to analyze beliefs about the data collected from the historical analysis, demographic, and academic achievement data (above), and to identify root causes | **Who is involved:** EL team, administrators of EL program, principals, directors, others involved in serving ELs  
**Approx Time:** 60-90 minutes  
**Directions:** Have team fill out the data protocol |
| Cultural Proficiency Continuum Activity | Analyze perceptions of ELs, how they are served, and discuss the extent to which they are served in a | **Who is involved:** EL team, administrators of EL program, principals, directors, others |
| How did we get here? | Reality-Response Organizer [https://goo.gl/swF1PM](https://goo.gl/swF1PM) | Identify what is currently happening in different aspects of the EL program, and describe the response to, or impact of, the current actions to identify areas for improvement. | Who is involved: EL team, administrators of EL program, principals, directors, others involved in serving ELs  
Approx Time: 30-60 minutes  
Directions: | |
| Where do we want to be? | Best Practice Review [https://goo.gl/BjkLKr](https://goo.gl/BjkLKr) | Identify best practices for different aspects* of EL programs to compare to current EL program.  
*aspects based on Federal Title III requirements & guidance | Who is involved: EL team, administrators of EL program, others as necessary  
Approx Time: 60-90 minutes  
Directions: Review current research related English learners. The [EL Toolkit](https://www.usdoe.gov/oe/ela) (USDOE OELA, 2017) is a good resource for this tool. | |
| How are we going to get to where we want to be? | EL Program Improvement Plan [https://goo.gl/DW8cpv](https://goo.gl/DW8cpv) | Action plan template for EL program improvement which includes goals, and action steps | Who is involved: Led by administrator, may involve all educators  
Approx Time:  
- 1-3 hours to create the plan  
- Open - Implementation of plan  
Directions: Using the focus areas for improvement, create an action plan using this template. |