# Superintendent’s Memo #267-20

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: October 9, 2020

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Inclusion of Presumptive English Learners (ELs) in the Title III Funding Count and the Pre-ID Upload for the ACCESS for ELLs Assessment

During a recent presentation to the National Association of English Learner Program Administrators, the U.S. Department of Education (USED) announced that students identified as presumptive ELs using temporary entrance procedures should be included in EL counts for Title III funding and reiterated the requirement that school divisions provide appropriate language instruction services to any student identified as an EL through temporary entrance procedures. Based on this information, the Virginia Department of Education recommends that school divisions take the following steps at this time:

* Include all presumptive ELs that the division has identified using temporary entrance procedures in the [Fall 2020 Student Record Collection](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/234-20.docx) submission (due on October 16, 2020);
* Include all presumptive ELs in the Pre-ID upload for the ACCESS for ELLs assessment; and
* Formally screen all students identified as presumptive ELs by administering the WIDA screener in person as soon as possible.

Information on temporary entrance procedures for presumptive ELs is provided in the [School Reopening FAQs](http://www.doe.virginia.gov/support/health_medical/office/covid-19-faq-reopening.shtml) and on the [Title III website](http://www.doe.virginia.gov/federal_programs/esea/title3/index.shtml). Questions related to the inclusion of presumptive ELs in the EL count for Title III funding may be directed to [ESSA@doe.virginia.gov](mailto:ESSA@doe.virginia.gov). Questions about the Pre-ID upload for the ACCESS for ELLs assessment may be directed to [student\_assessment@doe.virginia.gov](mailto:student_assessment@doe.virginia.gov). Questions about the Fall Student Record Collection may be directed to [ResultsHelp@doe.virginia.gov](mailto:ResultsHelp@doe.virginia.gov).

JFL/ls