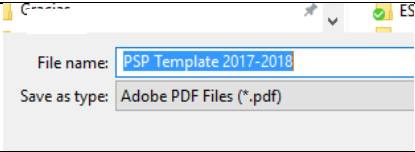
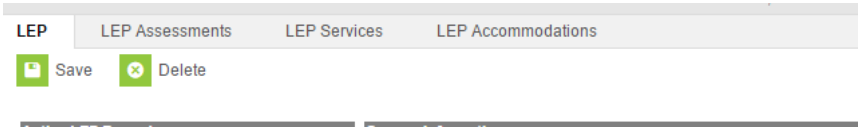
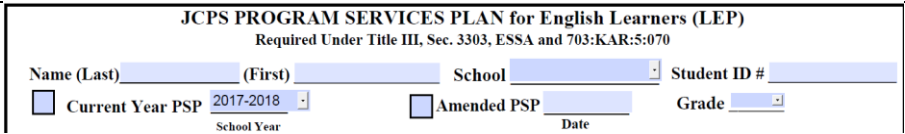
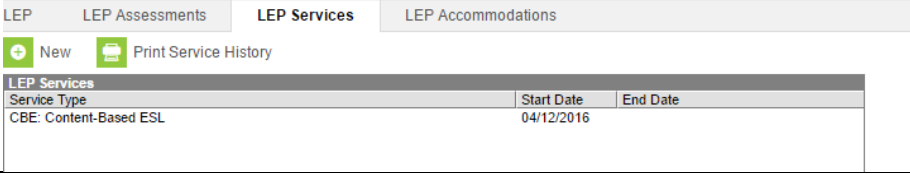


Completing the JCPS Program Services Plan (PSP) for English Learners

The JCPS Program Services Plan (PSP) for English Learners is required for all English Learners in JCPS under Title III, Section 3303, ESSA and 703:KAR:5:070. Once the PSP is completed and sent to the ESL Office, the information in the PSP is updated in Infinite Campus by the ESL Department.

<p>Download the PSP Template from the JCPS ESL Website</p> <p>Click on Program Services Plan Template to download it to a folder on your computer.</p>	<p>https://www.jefferson.kyschools.us/english-second-language-esl</p> <p>Additional Links</p> <ul style="list-style-type: none"> • March 2017 ESL Instructional News • Schools With English as a Second Language (ESL) Programs • Program Services Plan Template • ESL Resources From KDE • TransACT <p style="text-align: right; color: red;">The 2017-2018 PSP Template will be available on the ESL Website 5/26/2017</p>
<p>Save the PSP template in a folder on your computer.</p>	
<p>Gather your ESL student roster or download your list of English Learners from Infinite Campus</p>	<p>If you are an ESL Teacher, your ESL Resource Teacher can provide you with a current ESL student roster.</p> <p>If you are a BAC or counselor, you can follow the path Student information → Reports → JCPS ESL Limited English Proficient Select your school and click view report. You can then print/download the report</p>
<p>The LEP Tab(s)</p>	<p>Go to Infinite Campus and open the student's LEP Tab:</p> <p>Path: Student information → Program participation → LEP →</p> <p>The first LEP tab indicates whether the parent has declined services. The second LEP tab provides the student's most recent ACCESS for ELLs scores. The third LEP tab lists the type of LEP service the student is currently receiving. The fourth LEP tab lists the type of accommodations the student is currently receiving.</p> <p>You will need all this information to complete the student's PSP, so keep the window open.</p> 
<p>Complete the information required at the top of the PSP. This information is automatically saved to the second page. There is a dropdown box to</p>	

choose the current school.	
<p>EL Services</p> <p>Check the LEP Service Type the student is currently receiving</p>	<p>Read the descriptions of the EL services. Look at the 3rd LEP Tab on Infinite Campus to see what service type the student received last year. If that is still the type of service the student is receiving, mark it on the PSP. <i>There are specific directions on the PSP for students who have parent declined checked on their LEP tab.</i> If you need to make a change to the EL Services on the PSP do so.</p> 
Open the fourth LEP Tab , the accommodations tab.	<p>On this tab you will find a list of Instructional and Assessment accommodations that are continuing or have been ended.</p> <ul style="list-style-type: none"> • Based on the student’s most recent ACCESS for ELLs score, decide which accommodations need to continue. Mark continuing with an X on the PSP. • Based on the student’s most recent ACCESS for ELLs score, decide which accommodations, if any, need to end. Mark ending with an X on the PSP. • Based on the student’s most recent ACCESS for ELLs score, decide if accommodations need to be added. Mark new with an X on the PSP. <p>Instructional Accommodations that are aligned to assessment accommodations are automatically added to the list of assessment accommodations. (These are in gray)</p>
Expected Rate of Transition	<p>In general, English Learners can achieve English language proficiency in 5 to 7 years. Choose an expected rate of transition date based on the student’s initial enrollment date in an English school. This information is on the 1st LEP tab.</p>
Program Services Plan Committee Members	<ul style="list-style-type: none"> • The principal’s signature is required. • For ESL students, the PSP should be also be signed by the ESL Resource Teacher, the ESL Teacher, and any classroom teachers who provided input. • For EL students who have waived ESL services, the PSP should also be signed by the person who wrote the PSP (BAC or counselor) and any classroom teachers who provided input.
WIDA ACCESS Scores	<p>The final page of the PSP should be the student’s most recent ACCESS for ELLs student report.</p>
Communication	<p>You will need three copies of the PSP.</p> <ol style="list-style-type: none"> 1. All 3 pages of the original PSP should be kept in the student’s official file. 2. A copy of all student PSPs can be kept handy in a single file for quick reference. 3. A copy of Page 1 & 2 of the PSP must be sent by 10/1/2017 to: Shannon Struggs ESL Department Hazelwood Elementary 300 C

If you have additional questions regarding the PSP, please feel free to contact the ESL Department at 502-485-3563.