

MEMORANDUM

TO: Superintendents

FROM: Martha R. Reichrath, Ph.D.
Deputy State Superintendent
Office of Standards, Instruction, and Assessment

SUBJECT: 2010 – 2011 Title III Self-Assessment Report

DATE: February 18, 2011

The Georgia Department of Education (GaDOE) is required by federal law to evaluate the implementation of the Title III program for Limited English Proficient (LEP) students in the state of Georgia. To fulfill that responsibility for the 2010-2011 school year, the GaDOE will continue to utilize the *Title III Self-Assessment Report (Title III SAR)*.

Ninety Eight percent of Georgia school districts with English Language Learners (ELLs) enrolled completed and submitted the previous *Title III Self-Assessment Report*, providing important information regarding their compliance with Title III requirements. We were delighted with this response and the opportunity to review and improve current practices.

School districts will complete the *Title III SAR* for the 2010-2011 school year to confirm that policies and procedures are in place to identify, serve, and assess English Language Learners in Georgia public schools. The *Title III SAR* is available to be downloaded from the GaDOE Title III/ESOL web site: http://www.doe.k12.ga.us/ci_iap_esol.aspx. Detailed directions for completing the *Title III SAR* are below.

If one or more ELLs have been enrolled in a district at any time during the 2010-2011 school year, the district must complete a **Title III SAR** for 2010-2011. Any district with zero enrollment of ELLs during the 2010-2011 school year must contact the Georgia Department of Education Title III/ESOL Unit immediately at lodom@doe.k12.ga.us and report that no ELLs were enrolled in the district during the 2010-2011 school year.

My staff and I are committed to continuously improving the Title III Monitoring Process and our service to you. As part of those efforts, we have carefully reviewed the Title III Self-Assessment process. We have updated the *Title III Monitoring Protocol* and have further streamlined the *Title III SAR* itself. We are no longer requiring school districts that received an official Title III On-Site Monitoring Visit during 2010 to complete the *Title III SAR for 2010-2011*. Those districts have either been determined to be in full compliance with all Title III requirements, or will have an active Corrective Action Plan (CAP) in place. A list of districts not required to complete the *Title III SAR* is included at the end of this email.

In order to align with program planning in local school districts, the *Title III SAR* is completed in the spring and will be based on information from the current school year. This corresponds to the time of year when local school districts are evaluating program effectiveness and finalizing plans for the coming year. It also allows GaDOE Title III staff to review the submitted SARs over the summer months and return a response to each school district no later than July 29, 2011.

Directions for Completing the Title III Self-Assessment Report

Note: All documents referenced below are posted on the ESOL-Title III website:
http://www.gadoe.org/ci_iap_esol.aspx

When completing the *Title III SAR*, please do the following:

1. Download a copy of the *2010-2011 Title III Self-Assessment Report*.
2. Refer to the *Title III – ESOL Resource Guide for 2010-2011* when completing the *Title III SAR*.
3. Follow the guidelines addressed in the *Title III Monitoring Protocol*. When completing the *Title III SAR*, address each element of the report directly, providing pertinent information; however, information from the Consolidated Application should not be copied and pasted into the *Title III SAR*.
4. Provide descriptive and explanatory details for ESOL-specific policies, programs, and practices.
5. Keep a printed copy of documents referenced in your report on file at your district offices available for review in the event of an on-site audit.

Please note that the completed *Title III SAR* is due to the address below on or before **Friday, May 13, 2011**:

Title III/ESOL Unit
Attention: Ms. LaShaun Odom
Georgia Department of Education
1770 Twin Towers East
205 Jesse Hill Drive, S.E.
Atlanta, GA 30334

Our monitoring staff is available to assist should you have additional questions about completing the *Title III SAR*. Please do not hesitate to contact one of the following staff members:

Dr. Mae L. Wlazlinski
Email: mwlazlinski@doe.k12.ga.us
Tel: (404)463-2588

Ms. Amy Lacher
Email: alacher@doe.k12.ga.us
Tel: (404)463-1074

The districts listed below received on-site monitoring visits in 2010 and are not required to submit the *2010-2011 Title III SAR*:

DeKalb County	Dublin City	Polk County
Bacon County	Emanuel County	Pulaski County
Banks County	Gainesville City	Seminole County
Berrien County	Habersham County	Thomaston-Upson County
Bleckley County	Mitchell County	Tift County
Candler County	Monroe County	Washington County
Dooly County	Murray County	Wayne County

MR: ps

cc: LEA ESOL Coordinators

Mrs. Pamela Smith, Ed.S., Director of Curriculum

Mrs. Cori Alston, Title III/ESOL Program Manager

Dr. Mae L. Wlazlinski, Title III Monitoring Specialist

Ms. Amy Lacher, Title III Monitoring Specialist

Ms. Carol Johnson, Title III/ESOL Curriculum and Professional Learning Specialist