**DIVISION OF FINANCE**

 52 Chambers Street, New York, NY, 10007

# **SCHOOL ALLOCATION MEMORANDUM NO. 53, FY 2022**

**DATE: August 5, 2021**

**TO: Executive Superintendents**

 **Community Superintendents**

 **High School Superintendents**

 **Borough/Citywide Office Teams**

 **School Principals**

**FROM: Lindsey Oates, Chief Financial Officer**

**SUBJECT: NYSITELL Special Administration and Wellness Check**

This memorandum provides select schools with per session and OTPS funding to support the NYSITELL special administration and accompanying wellness check.

## American Rescue Plan Act (ARPA) for Academic Recovery Overview

On March 11, 2021, the President signed into law the American Rescue Plan Act of 2021 (ARPA). Funds must be used to help meet a wide range of needs arising from the coronavirus pandemic, including activities and interventions that respond to students’ academic, social and emotional needs and address the disproportionate impact of COVID-19 on underrepresented student subgroups.

## NYSITELL Special Administration and Wellness Check

On May 27, 2021, NYSED released a [memo](http://www.p12.nysed.gov/assessment/nysitell/2022/memo-nysitell-special-admin-2021.pdf) that provides schools with the additional flexibility to administer the New York State Identification Test for English Language Learners (NYSITELL) during a special administration period (August – September 2021) to current English Language Learners (ELLs) who were fully remote during the NYSESLAT administration period and did not participate in the Spring 2021 NYSESLAT exam.

This will allow schools to use the NYSITELL as a current measure of the student’s English Language proficiency and determine provision of ELL services for the upcoming school year given that for these students, their latest proficiency level is at least two years old. The accompanying wellness check will ensure that we are providing a welcoming and safe school environment when students enter our schools for the special administration of the NYSITELL. A majority of these students have not entered one of our school buildings in over a year and it will be critical for this experience to be a positive one in which time has been built in to check on their wellness.

## Eligibility and Planning

It is strongly recommended that schools administer the exam to eligible students to ensure that they have the most up to date and accurate measure of a student's English language proficiency, thereby ensuring they serve these students with the appropriate English as a New Language (ENL) and/ or bilingual education instruction in SY 2021-22.

Schools with 30 or more ELLs who were remote only during the NYSESLAT 2021 administration will receive funding. Funding will support the special administration and wellness checks for 50% of eligible ELLs, who include only those that were fully remote during the NYSESLAT administration period and did not participate in the Spring 2021 NYSESLAT exam, to be completed outside of regular school hours (i.e., prior to the start of the school year in September and/or before school, after school, and/or Saturdays once schools begins). Note: It is strongly recommended that schools plan to complete the NYSITELL Special Administration for the remaining eligible students during regular school hours in September once school commences.

Schools should also plan to conduct wellness checks for students as part of this activity. An additional thirty minutes has been allocated for the wellness check to be conducted for this activity. This component should precede NYSITELL administration for each student during the NYSITELL Special Administration and during summer administration. A [Wellness Check for Multilingual Learners Guide](https://infohub.nyced.org/docs/default-source/doe-employees-only/wellness-check-for-multilingual-learners.pdf) and translations are also now available on the [InfoHub](https://infohub.nyced.org/nyc-doe-topics/specialized-areas/multilingual-learners#jump-to-heading-3). This guide includes a structure and questions for one-on-one chats to build connections with students and families.

## Allocation Methodology and Scheduling Guidelines

Schools with 30 or more current ELLs will receive funding to support the special administration for ELLs who were fully remote during the NYSESLAT administration period and did not participate in the Spring 2021 NYSESLAT exam. The allocation will support with the administration and wellness check for 50% of the students who are eligible to be completed outside of regular school hours (i.e., prior to the start of the school year in September and/or before school, after school, and/ or Saturdays once schools begins).

Schools may distribute this funding across OTPS and PDPS expenses as needed, per the following guidelines:

* 80% per session costs to support teachers with the exam administration and wellness checks.
* 10-20% per sessions costs to support assistant principals, school secretaries, and/or school aides with the exam administration oversight and organization.
* Marginal OTPS costs for assessment materials, including printing, duplication costs and writing materials

## Per Session Parameters

Schools must post locally for the per session hours required for the NYSITELL Special Administration, per the following parameters:

* Teacher Per Session
	+ Eligibility: Any teacher(s) eligible to conduct the NYSITELL examination, per [NYSED Guide to the NYSITELL.](http://www.p12.nysed.gov/assessment/nysitell/2018/nysitellguide18rev.pdf) Qualified personnel that may administer the NYSITELL should be teachers able to carry out standard examination procedures and should have special training in administering the NYSITELL or NYSESLAT and may include:
		- NYS certified English to Speakers of Other Languages or Bilingual Education teachers
		- NYS certified teachers
		- NYS certified teachers who have been trained in cultural competency, language development, and the needs of English Language Learners (ELLs)/Multilingual Learners (MLs)
	+ Approximately 1.5 hours total per student (note: this will vary per student; and may also vary if sections of the NYSITELL are administered in groups):
		- 1 hour per student for NYSITELL administration, and
		- 30 minutes per student for wellness checks per the [Wellness Check for Multilingual Learners Administration Guide](https://infohub.nyced.org/docs/default-source/doe-employees-only/wellness-check-for-multilingual-learners.pdf)
* Administrative Support Per Session:
	+ Eligibility: School supervisor (e.g. assistant principals), school secretaries, and/or school aides.
	+ Duties: Support teachers with exam administration oversight and organization. For all three titles this can include outreach to families to schedule appointments, coordination of scheduling, and set-up of test materials. For school supervisors only, duties must include follow-up on Wellness Check logs provided by each teacher daily.
	+ Total funds can be divided among these titles, as necessary per school, not to exceed the total administrative per session allocation. The following is an estimated guide to support scheduling:

| **School Size** | **Assistant Principal Hours** | **School Secretary Hours** | **School Aide Hours** |
| --- | --- | --- | --- |
| 30-99 eligible students | 45 | 25 | 25 |
| 100 or more eligible students | 82 | 45 | 45 |

For additional guidance, schools may review the July 27, 2021 *Principals’ Digest* announcement [*Review Updated Guidance on Summer NYSITELL Administration*](https://nycdoe.sharepoint.com/sites/PrincipalsHub/SitePages/Review-Updated-Guidance-on-Summer-NYSITELL-Administration.aspx?from=DigestNotification&e=KCEMK6c8IE2JS1M3eOFrMg&at=9)*.*

## Program Descriptions: Galaxy Requirements and Timing

Funds must be fully scheduled at all times. Schools must select a program description in Galaxy to identify how funds are being spent. As funds are scheduled, schools should enter “**ARPA ARSY** **NYSITELL Special Administration**” using the "Program" dropdown field in Galaxy.

Funds are allocated and should be scheduled in the**ARPA Academic Recovery NYSITELL Testing Admin** allocation category.

Download a copy of the School Allocation Memorandum No. 53, FY 2022

Attachment:

Table 1 – NYSITELL Special Testing Administration Allocation Summary

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