



Summer Administration of the NYSITELL Guidance

OVERVIEW

During the summer, schools typically administer the New York State Identification Test for English Language Learners (NYSITELL) to newly enrolled students for the upcoming school year. On May 27, 2021, NYSED [announced](#) additional flexibility for schools to administer the NYSITELL during a special administration period (August-September 2021) to current ELLs who were fully remote during the Spring 2021 New York State English as a Second Language Achievement Test (NYSESLAT) administration period and were unable to complete the NYSESLAT. This option allows schools to determine a current English Language Proficiency level for students whose latest proficiency level may be over two years old. Additionally, it provides students the opportunity to exit ELL services if they score Commanding on the NYSITELL exam.

While the special and summer administration of the NYSITELL is optional, it is **strongly** recommended to ensure that schools are prepared for the upcoming school year and can provide services better aligned to student’s current needs.

Note: This information is current as of July 26, 2021. This document will be updated as information becomes available.

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CURRENT ELLS WHO DID NOT COMPLETE THE SPRING 2021 NYSESLAT

During August – September 2021 only, schools may administer the NYSITELL to **current ELLs** who were **fully remote** during the Spring 2021 NYSESLAT administration (April 13, 2021 – June 9, 2021) and did **not** complete the 2021 NYSESLAT in part or in full. The results of the NYSITELL administered during this special administration period will serve as a student’s current English Language Proficiency level and determine ELL services in school year 2021-22. Additionally, if an ELL scores Commanding English language proficiency, they would exit ELL services and become eligible for former ELL services for school year 2021-22. There will not be an alternative method to exit ELL services (i.e., NYSITELL in conjunction with NYSED ELA or Regents exams).

Note: Any student who completed the Spring 2021 NYSESLAT is **not** eligible to take the NYSITELL during this special administration period.

Funding for special administration and Wellness Check (Updated as of July 2021)

There will be funding to support some schools with special administration of the NYSITELL through the “NYSITELL Special Administration and Wellness Check” School Allocation Memorandum. Additional details will be shared in late July 2021.

Please note that schools using these funds will also be required to conduct the *Wellness Check for Multilingual Learners* ([click here](#) for more information). The *Wellness Check for Multilingual Learners* should precede the special administration of the NYSITELL.

Printing special administration exam materials from ATS (Updated as of July 2021)

To print exam answer sheets for the NYSITELL special administration, schools will need to use a new screen in ATS that was designed for this purpose. The new screen is called the *Print NYSITELL Special Admin Documents (RNSA)* screen. Please follow the instructions on the ATS screen in order to print exam sheets for eligible students.

This screen will display students enrolled at the school for the fall that are eligible for the special administration of the NYSITELL based on information available in ATS. It is schools’ responsibility to verify student eligibility for the NYSITELL special administration. As a reminder, eligible students for the special administration of the NYSITELL include **current ELLs** who were **fully remote** during the Spring 2021 NYSESLAT administration period (April 13, 2021 – June 9, 2021) and did **not** complete the Spring 2021 NYSESLAT in part or in full.

Print NYSITELL Special Admin Documents (RNSA) Screen

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PROFILE 99-K-999      New York City Public Schools      07-22-21 14:45:38
RNSA0100-TEST-T  Print Nysitell Special Admin Documents (RNSA) 00051-ATSTEST2
=>

      LAST NAME      FIRST NAME      ENTER NYC      LEP  OFF  GRD  HOME
      -----      -
      CASHMAN        AMBER          09/18/2019     Y   4D1  04   SP
-     CHICKERY        BRETT          09/06/2012     Y   5D3  05   SX
-     SANCHEZ        VICTOR         01/22/2020     Y   4D1  04   SP

Enter "Y" to select students, then Press F5 or F11 to PRINT ALL STUDENTS
F1/Help   F2/       F3/Quit-return F4/       F5/Print sel  F6/
F7/       F8/       F9/Refresh     F10/      F11/Print all F12/Exit
  
```

PROVISIONAL ELLS WHO DID NOT TAKE THE SPRING 2021 NYSESLAT

For summer 2021 only, provisionally identified ELLs who did not take the Spring 2021 NYSESLAT may take the NYSITELL beginning **July 15**. Provisionally identified ELLs are students who were fully remote since enrolling (or re-entering after two years) due to the COVID-19 pandemic, have a home language other than English, and have not taken the NYSITELL. Administering the NYSITELL between July 15 and the start of school year is optional. However, please note that students with a NYSED NYSITELL waiver **must** be administered the NYSITELL upon return to in-person instruction. Since these students are provisionally identified ELLs, schools must complete the formal identification process, including completing the Home Language Identification Survey HLIS in person and administering the NYSITELL within 30 school days of returning to in person instruction at the start of the 2021-22 school year. Therefore, schools must administer the NYSITELL to these students by **October 27, 2021**.

Note: Any provisionally identified ELL who completed the Spring 2021 NYSESLAT should **not** take the NYSITELL. The results of the Spring 2021 NYSESLAT will supersede any NYSITELL results in determining services for school year 2021-22.

Printing exam materials for provisional ELLs in ATS (Updated as of July 2021)

Printing for provisional ELLs who did not take the Spring 2021 NYSESLAT should occur on the ATS [Print NYSITELL Answer Documents \(RLBA\)](#) screen. To determine eligibility schools should confirm that students:

- were fully remote since initial enrollment (or re-entered after two years) due to the COVID-19 pandemic;
- have a home language other than English;
- have not taken the NYSITELL since enrolling (or re-entering);
- and did not take part or all of the Spring 2021 NYSESLAT.

Normal printing and scanning procedures via the ATS [Print NYSITELL Answer Documents \(RLBA\)](#) screen should be followed. Please refer to the [NYSITELL Scanning Handbook](#) for additional guidance.

If a student is eligible to take the NYSITELL, but does not appear on the RLBA screen, please escalate the issue to your Borough/Citywide Office (BCO) [ELL Director](#). When escalating the issue, please ensure to provide as much information as possible, including:

- Student first and last name
- Student ID Number
- ATS LEP Flag status
- Student Home Language
- Student Admit Date to NYC DOE

NEWLY ENROLLED STUDENTS STARTING CLASSES IN SEPTEMBER

As in previous years, schools may administer the NYSITELL to newly enrolled students that will start classes in September. Schools may administer the NYSITELL to eligible students per guidelines below:

- **Pre-K Students Transitioning to Kindergarten:** Schools may administer the NYSITELL to these students beginning on **June 1, 2021**. For additional information, please refer to [ELL Identification for Pre-K Students](#).
- **Newly Enrolled Students for Grades 1-12:** Schools may administer the NYSITELL to these students beginning on **July 15, 2021**. To determine NYSITELL eligibility, schools must administer the Home Language Identification Survey (HLIS) and individual interview in person (for students whose home language is other than English) per the procedures outlined in the [Policy & Reference Guide](#).

Note: The results of the NYSITELL administered during this period will serve as a students' current measure of English Language Proficiency and determine provision of ELL services in school year 2021-22.

As a reminder, schools must complete the formal identification process for all newly enrolled students for SY 2021-22, not the provisional identification process.

Printing exam materials for newly enrolled students in ATS (Updated as of July 2021)

Printing for incoming students enrolling in September should occur on the ATS [Print NYSITELL Answer Documents \(RLBA\)](#) screen. Normal printing and scanning procedures for these students should be followed. Please refer to the [NYSITELL Scanning Handbook](#) for additional guidance.

ORDERING NYSITELL EXAM MATERIALS

Principals must order NYSITELL exams through the [NYSED portal](#). Schools that order NYSITELL exams by July 2, 2021, can expect delivery prior to August. Along with the exams, schools will receive directions for administration and scoring guides.

When placing your order with NYSED, indicate the total number of testers you have for each grade. Your school will be sent the number of test booklets requested, rounded up to the next multiple of 25, except Level I which is rounded up to the next multiple of 20. This will ensure that you have enough test booklets for each tester and without reusing test booklets.

All test shipments will be delivered by UPS between the hours of 8:00 a.m. and 5:00 p.m. Principals who find that they need additional NYSITELL materials may return to the online examination request system throughout the school year to revise or add any supplemental quantities needed. To place your request, go to the most recent session. Any supplemental materials requested throughout the school year should arrive at the school 30-60 days (about two months) after requested.

Note: For the special NYSITELL administration, eligible current ELLs take the exam level that corresponds to the grade level that they will be in 2021-2022 school year.

NYSITELL ADMINISTRATION AND TRAINING RESOURCES (Updated as of July 2021)

Per the standard protocol, the NYSITELL must be administered in person and administration procedures must adhere to the DOE's safety protocols. For additional information, please refer to the [NYSITELL InfoHub](#). For detailed information on NYSITELL administration, schools may also refer to the [NYSED Guide to NYSITELL](#).

NYSITELL training materials are available on this [site](#); schools may also visit [UPLearning](#) for additional training opportunities or reach out to their BCO.

WELLNESS CHECK FOR MULTILINGUAL LEARNERS (Updated as of July 2021)

Many current ELLs and provisional ELLs have not entered one of our school buildings in over a year. To ensure that we are providing a welcoming and safe school environment when students enter our schools for administration of the NYSITELL, schools should also conduct a *Wellness Check for Multilingual Learners*; this is a check-in to build connections with students and families. This component is tied to the additional funding some schools may receive for the Special Administration of the NYSITELL through the "NYSITELL Special Administration and Wellness Check" School Allocation Memorandum. As such, it must precede the



administration of the Speaking session NYSITELL for each student during the NYSITELL Special Administration. Where possible, administer the wellness check and Speaking session prior to any other session. As best practice, schools may also conduct wellness checks for MLs/ELLs prior to the NYSITELL administration for any student.

Schools that receive funds for the Special Administration of the NYSITELL and wellness check must conduct the wellness check before the NYSITELL administration for each student. Once school year 2021-22 begins, the wellness check and Special Administration of the NYSITELL that are funded through the “NYSITELL Special Administration and Wellness Check” School Allocation Memorandum must take place before school, after school, and/ or Saturdays to avoid loss of services.

If administering the NYSITELL Special Administration during the regular school day, ensure there is not unnecessary loss of instructional time. Refer to the “NYSITELL Special Administration and Wellness Check” School Allocation Memorandum for eligible per session activities.

Wellness Check Resources

The following resources will be available to support schools with the *Wellness Check for Multilingual Learners* on the [InfoHub](#):

- *Wellness Check for Multilingual Learners* Administration Guide
- Translations for wellness check questions and prompts
- *Wellness Check for Multilingual Learners* training module for teachers and supervisors

PARENT NOTIFICATIONS OF NYSITELL RESULTS

Schools are required to notify parents/guardians of NYSITELL results. Typically, a school can share either an entitlement letter or non-entitlement letter with the parent/guardian to let the family know if the student has been formally identified as an English Language Learner and entitled to receive ELL services.

Schools administering the NYSITELL to students who are newly enrolling in September must send the entitlement or non-entitlement letter to parents/guardians within five school days of ELL determination (summer school days do not count as school days). Letters and translations nine languages are available on the [Parent Notification InfoHub](#).

Note: Entitlement letters also include an invitation to the parent orientation; schools may continue to conduct these orientations virtually and may also begin the orientations before the school year starts.

Parent notification letters for students tested during the special NYSITELL administration or for provisional ELLs taking the NYSITELL will be available on the [Parent Notification InfoHub](#) later this summer.

FAQ (Updated as of July 2021)

Administration

1. Are schools required to participate in the Special Administration of the NYSITELL?

This administration is optional but strongly recommended. Ensuring as many students as possible take advantage of this opportunity will also provide NYC DOE the most rigorous information on unfinished learning for fully remote English language learners in order to design supports this school year. Without participating in the special NYSITELL administration, there will not be data on change in English language proficiency during the pandemic for most fully remote ELLs until NYSESLAT results the subsequent year in fall 2022. It also provides students the opportunity to demonstrate increased English language proficiency which might increase the flexibility of their schedule and/or program to receive other instruction.

2. When can the Special Administration of NYSITELL be administered?

The Special Administration of the NYSITELL can be administered from August 2 through September 30, 2021.

3. When can the typical 2021-22 NYSITELL be administered?

For incoming K students, NYSITELL testing can begin on June 1, 2021. For newly enrolled students in grades 1-12 or provisionally identified ELLs, testing can begin July 15, 2021. Schools must administer the NYSITELL as part of the formal identification process within 30 school days of the start of the 2021-22 school year for students who enroll before the 20th day of the school year and for provisionally identified ELLs. Therefore, schools must administer the NYSITELL to these students by October 27, 2021. Please refer to the [NYSITELL quick reference guide](#) for more information.

4. Which Level of the NYSITELL should be administered?

Schools should administer the NYSITELL level that corresponds to the student's grade level in the fall. Refer to the NYSED [Guide to the NYSITELL](#) for additional details.

Student Eligibility

5. Where can schools see the students eligible for the NYSITELL Special Administration?

Students that are eligible for the Special Administration of NYSITELL and are enrolled at the school for fall 2021 will appear on the *ATS Print NYSITELL Special Admin Documents (RNSA)* screen.

6. Where can schools see eligible students for 2021-22 NYSITELL administration?

These students will appear on the *ATS Print NYSITELL Answer Documents (RLBA) screen*.

7. How do schools know if a student has a valid Spring 2021 NYSESLAT score?

Until NYSED returns the results of the Spring 2021 NYSESLAT, the new ATS screen for Special Administration of NYSITELL will make this determination using the student's scanned answer document to determine if the student completed and answered all parts of the 2021 NYSESLAT.

8. Are students with a blended learning preference who were absent during the entire NYSESLAT administration period eligible for the special administration of the NYSITELL?

No. Students are only eligible for the special administration of the NYSITELL if they missed the NYSESLAT because they were receiving fully remote instruction due to the COVID-19 pandemic.

9. What if an eligible student does not appear on an ATS print screen?

In extenuating circumstances, the ATS screen might not reflect a student who may be eligible. Schools should contact their Borough/Citywide Office (BCO) [ELL Director](#) for support on confirming student eligibility. When escalating the issue, please ensure to provide as much information as possible, including:

- Student first and last name
- Student ID Number
- ATS LEP Flag status
- Student Home Language
- Student Admit Date to NYC DOE

SUMMER 2021 NYSITELL ADMINISTRATION QUICK REFERENCE GUIDE

Students who can be tested	NYSITELL Testing window	ATS Screen
Incoming Kindergarten students enrolled before 20 th school day of SY 2021-22 (October 13)	June 1 – October 27	RLBA
Newly enrolled Students (grades 1-12) enrolled before 20 th school day (October 13)	July 15 – October 27	RLBA
Provisional ELLs who did not take the Spring 2021 NYSESLAT*	July 15 – October 27	RLBA
Provisional ELLs who took the Spring 2021 NYSESLAT*	Do not administer NYSITELL. Spring 2021 NYSESLAT will determine proficiency level and services.	N/A
Current ELLs who were fully remote during Spring 2021 NYSESLAT and did not complete Spring 2021 NYSESLAT in part or in full.*	August – September (Special Administration)	New Screen in ATS. Guidance TBD.
Newly enrolled students enrolled after 20 th school day of SY 2021-22 (October 13)	10 school days from date of enrollment (20 school days for incoming students with IEPs).	RLBA

*New this year

Note: As part of the process of determining NYSITELL eligibility, schools should administer the Home Language Identification Survey (HLIS) in person for each student newly enrolling in September. In the case of provisionally identified ELLs, schools should complete the HLIS in person as per procedures outlined in [this document](#).