



## Department of World Languages & ESOL Programs

**To:** All Principals

**From:** Ernesto Bernal, Coordinator EB  
World Languages and ESOL Programs

**Through:** Mrs. Chovan Jennings, Executive Director of Secondary Curriculum and Instruction CJ

**Date:** March 9, 2018

**Re:** ESOL/Title III Internal Audit - March – May, 2018

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Staff from the Title III and ESOL Office at the South Carolina State Department of Education conduct audits of school districts in our state on a rotating basis every three years. Richland One was last audited in April 2016. The next audit will be during the 2018-2019 school year. The purpose of the audit is two-fold; 1) ensure compliance with state and federal regulations, and 2) provide technical support as needed.

In order to help all of us stay on the right track for next year, we are continuing internal audits on a yearly-basis. This year's internal audit will include visits to all ESOL Center Schools and other schools selected at random. It will take place beginning March 26 and continuing through May 3, 2018.

This internal audit will cause minimum disruption to your school program or day, if any.

I am including a list of documents that the auditor may request to see during the visit, as well as a SharePoint link to a Q&A document that the auditor will use to conduct interviews with school staff and evaluate responses for our report.

<https://richlandoneschooldist.sharepoint.com/sites/ESOLInternalAudit>

Please review these with appropriate staff and call me if you have any question prior to the internal audit.

CC: Executive Directors of Schools

Enclosure



### Documents Reviewed During Audit

**The documents that the auditor will look for during school visits include:**

- Completed Primary/Home Language Survey Forms (All Students)
- W-APT/IPT (WIDA-ACCESS Placement Test/Idea Proficiency Test) or WIDA Screener results
- 2017 Assessing Comprehension and Communication in English State to State (ACCESS 2.0) Test Results
- Parent Notification/Consent Letters (2 or more)
- Waiver forms, if applicable
- Evidence of communications with parents
- Evidence of instructional accommodations/modifications (Mainstream teachers who serve ESOL students must have this documentation readily available.)
- Evidence of coordination between ESOL teachers and mainstream teachers
- Evidence of professional development on ESOL related issues
- ESOL Placement, Monitoring and Exiting Form (ESOL Center Schools only)
- Notification of Language Proficiency Status Change February 2018 (as per state dept. memo 2/5)