

ACCESS for ELLs 2.0 - Online Tryout Responsibilities

Responsibilities of participating school district:

- Identify potential schools with focal students for the following tryout window:

July 8-26

Grade cluster	Reading		Writing		Speaking	
	Tier A	Tier B-C	Tier A	Tier B-C	Tier A	Tier B-C
1	10-15	10-15			10-15	10-15
2-3	10-15	10-15			10-15	10-15
4-5	10-15	10-15	10-15	10-15	10-15	10-15
6-8					10-15	10-15
9-12					10-15	10-15

- Communicate with schools about the ACCESS for ELLs 2.0 online project.
- Confirm voluntary participation of schools with principal and/or test coordinator.
- Notify Pakou Vang by e-mail (pakouvang@wisc.edu) about which schools in the district are available to participate.
- Trouble shoot with local contacts, as needed.

Responsibilities of participating schools:

- Designate a school staff member who will plan for and organize tryouts (see below for tryout coordinator responsibilities).
- Provide a computer room for tryouts with at least one computer per student participant. We anticipate testing 3-7 students per session.
- Obtain consent forms from participating students. See tables above to identify potential participants (Tiers and Grade levels).

Responsibilities of participating school tryout coordinator:

- Communicate with CAL staff, Faye Welts (fwelts@cal.org) or Laura Wright (lwright@cal.org) about scheduling a block of time for tryouts (typically 1-3 days).
- Compile a roster of participating students.
- Distribute and collect informed consent forms for at least *the total number of requested participants* (it is suggested that the school tries to recruit more students than are needed in case some students do not return a permission form or are absent on the day of tryouts). CAL staff will not be allowed to travel without confirmation that the total requested number of participants has returned consent forms.
- Make tryout schedule. Tryouts last approximately 60-75 minutes each. Tryouts may be scheduled during regular school time (e.g., during students' class time or study halls) and after school, according to local guidelines. An example of a schedule is provided below:

Day	Time	Tryout	Room location
July 10, 2013	8:00-9:15	Tier A Reading Grades 9-12 (n=5)	Computer lab/ Room 102
	9:30-10:45	Tier A Reading Grades 9-12 (n=6)	Computer lab/ Room 102
	11:30-12:45	Tier B Reading Grades 9-12 (n=5)	Computer lab/ Room 102
	1:00-2:15	Tier B Reading Grades 9-12 (n=7)	Computer lab/ Room 102
July 11, 2013	8:00-9:15	Tier A Writing Grades 9-12 (n=5)	Computer lab/ Room 105
	9:30-10:45	Tier A Writing Grades 9-12 (n=4)	Computer lab/ Room 105
	11:30-12:45	Tier B Writing Grades 9-12 (n=6)	Computer lab/ Room 105
	1:00-2:15	Tier B Writing Grades 9-12 (n=6)	Computer lab/ Room 105

- Facilitate tryout schedule (make guidelines for escorting students to and from the tryouts, provide passes as needed and in keeping with local guidelines).
- Serve as a point of contact for researchers the day of the tryouts; communicate school procedures and policies regarding tryouts.

Next Steps

- E-mail Laura Wright (lwright@cal.org) a definite answer about your participation.
- Provide a window of dates between July 8 and July 26, 2013 that your school(s) would be able to participate.
- Estimate the total number of students that you think you will be able to recruit; please use the chart below. We understand that you are using your best guess at this point.

Grade cluster	Reading		Writing		Speaking	
	Tier A	Tier B-C	Tier A	Tier B-C	Tier A	Tier B-C
1			n/a	n/a		
2-3			n/a	n/a		
4-5						
6-8						
9-12						

- Let CAL know if you require consent forms in any language other than English or Spanish.
- Provide the name of a point of contact for each site, along with the best way to reach that person (e-mail or phone) and the best time of day to try to contact him or her.

Once these details are in place, CAL staff will contact you to finalize arrangements and then provide consent forms.

Thanks so much for your interest and help!