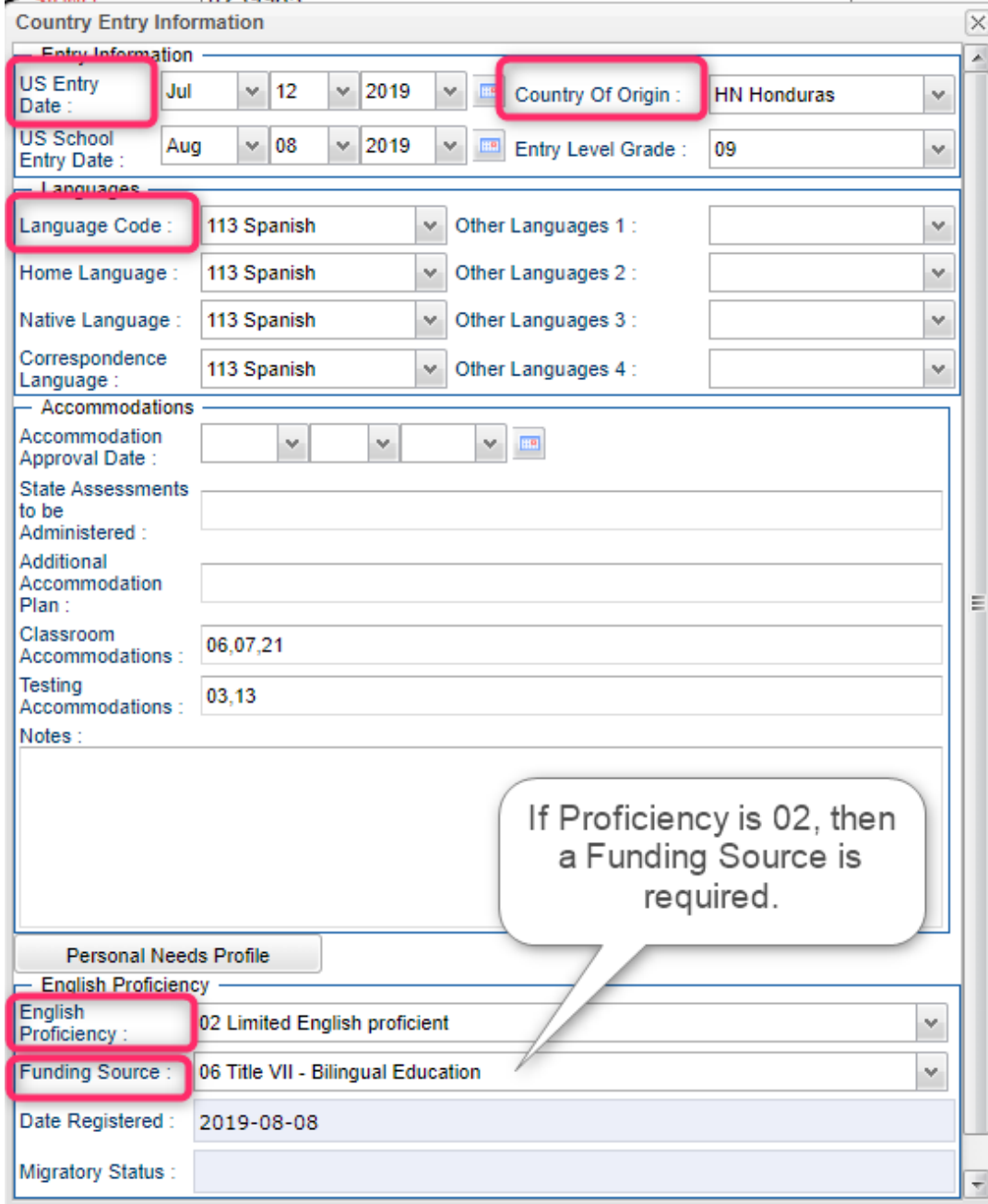


1. What is sent to the State Data System (Edlink)?

- a. On Student Master, click the "Country" field. Items in red go to Edlink.



Country Entry Information

Entry Information

US Entry Date : Jul 12 2019 Country Of Origin : HN Honduras

US School Entry Date : Aug 08 2019 Entry Level Grade : 09

Languages

Language Code : 113 Spanish Other Languages 1 :
Home Language : 113 Spanish Other Languages 2 :
Native Language : 113 Spanish Other Languages 3 :
Correspondence Language : 113 Spanish Other Languages 4 :

Accommodations

Accommodation Approval Date :
State Assessments to be Administered :
Additional Accommodation Plan :
Classroom Accommodations : 06,07,21
Testing Accommodations : 03,13
Notes :

Personal Needs Profile

English Proficiency

English Proficiency : 02 Limited English proficient
Funding Source : 06 Title VII - Bilingual Education

Date Registered : 2019-08-08
Migratory Status :

If Proficiency is 02, then a Funding Source is required.

2. What additional English Learner items are commonly filled out? (District uses fields that best fit needs)

The screenshot shows a web-based form titled "Country Entry Information". The form is divided into several sections:

- Entry Information:** Includes "US Entry Date" (Jul 12, 2019), "Country Of Origin" (HN Honduras), "US School Entry Date" (Aug 08, 2019), and "Entry Level Grade" (09). The "US School Entry Date" and "Entry Level Grade" fields are highlighted in green.
- Languages:** Includes "Language Code" (113 Spanish), "Home Language" (113 Spanish), "Native Language" (113 Spanish), and "Correspondence Language" (113 Spanish). The "Home Language" field is highlighted in green.
- Accommodations:** Includes "Accommodation Approval Date", "State Assessments to be Administered", "Additional Accommodation Plan", "Classroom Accommodations" (06,07,21), and "Testing Accommodations" (03,13). The "Classroom Accommodations" and "Testing Accommodations" fields are highlighted in green.
- Notes:** A large empty text area for notes.
- Personal Needs Profile:** A button labeled "Personal Needs Profile".
- English Proficiency:** Includes "English Proficiency" (02 Limited English proficient), "Funding Source" (06 Title VII - Bilingual Education), "Date Registered" (2019-08-08), and "Migratory Status". The "Date Registered" field is highlighted in green.

A callout box with the text "Click to get to more details" is positioned over the "Date Registered" field, with a green arrow pointing to it.

“Date Registered” Additional fields commonly filled out.

The screenshot shows a software window titled "English Proficiency" with a sub-tab "Proficiency Information". The form contains the following fields:

- Initial Date Registered :** Jul 24 2019 (highlighted in green)
- Date Registered :** Aug 08 2019
- Staff Responsible :** ARELLANO GINAM 000225
- ESL Entry Level :** EM Emerging (highlighted in green)
- Current ESL Placement :** EM Emerging (highlighted in green)
- ELAD Refusal Date :** (empty)
- LAS Oral :** (empty)
- LAS RW :** (empty)
- ELAD Reentry Date :** (empty)
- ELAD Exit Date :** (empty)
- ELDA Assess Cat :** (empty)
- Funding Source 2 :** (empty)
- Public School Choice :** (empty)
- Newcomer Entry Date :** (empty) (highlighted in green)
- Newcomer Exit Date :** (empty) (highlighted in green)

Comments : 1-1-1= 1 Comp.

Close

3. What is the best report to obtain a listing of English Learners?

- a. Search for “English Proficiency List”.
- b. Set for current year, school site(s)
- c. US Entry Date: Populate if needed for just students who have entered US in a desired date range. Otherwise, leave blank.
- d. Show Detailed Accommodations: Check off to see any accommodations entered for classroom or testing.
- e. Column: After running the first time, come back to use to limit to display the desired columns on the report.
- f. List If: On first run, many choose “English Proficient Code is Limited”.
 - i. On additional runs, some toggle on or off this filter, as well as other filters.
- g. Commonly used settings on the first run are shown below:

The screenshot shows the 'Setup-01.18.21' window with the following fields and options:

- Year:** 2122
- District:** 026
- School:** 023
- Grade:** (empty)
- Special Codes:** (empty)
- Custom Codes:** (empty)
- Program:** (empty)
- Clubs:** (empty)
- Sports:** (empty)
- Team:** (empty)
- US Entry Date:** From Date and To Date (both empty)
- As Of Date:** Mar 02 2022
- Show Detailed Accommodations**
- Print Comments**
- Column:** (empty)
- Note:** Select either List If: 'There is an Entry Date' or Do Not List If: 'There is no Entry Date' for records that have an Entry Date.
- List If:**
 - There is an Entry Date
 - There is a Funding Code
 - There is an English Proficient Code
 - English Proficient Code is LIMITED**
 - Include Inactive Students
 - Students Coded LEP in Last 2 Years
 - First Language Is Not English
- Do Not List If:**
 - Country of Birth is US or Blank
 - Country of Origin is US or Blank
 - Language Code is English or Blank
 - Fully English Proficient
 - There is no Entry Date

h. Printing:

- i. Print: Click to print the listing.
 1. PDF: Creates pdf preview
 2. XLS or CSV: Creates MExcel file of data
- ii. Mass Print LEP: Select student boxes on left, then click this button to print the English Learner form for each student.

4. What is the best way to get a demographic file of English Learners?

- a. Go to Alpha Recruiter List, set the Year, School, and Columns desired.
- b. On Filters, set for "LEP Only".
- c. Note: If permission is allowed, a user can use the "Communicate" button here to send out messages in Home Language.

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The image shows two screenshots of a software interface. The left screenshot is titled "Setup-02.03.2022" and contains the following fields and buttons: Year: 2122, District: 026, School: 023, Grades: (empty), Column: (empty), Print Title: (empty), Order To List: Alpha Order, Reports: (empty), Filters (button), Print Options (button), and OK (button). The right screenshot is titled "Filters" and contains the following fields and buttons: Gender: (empty), Special Codes: (empty), Exclude Special Codes: (empty), Programs: (empty), Exclude Program Codes: (empty), Custom Codes: (empty), Exclude Custom Codes: (empty), Students: (empty), Entry Codes: (empty), Pri Ethnic: (empty), Sec Ethnic: (empty), Homeroom: (empty), Counselor: (empty), Clubs: (empty), Sports: (empty), Exceptionality: (empty), Team: (empty), Leave Codes: (empty), Special Ed: All (selected), Sped Only, Non Sped, 504: All (selected), 504 Only, Non 504, LEP: All, LEP Only (selected), Non LEP, Military: All (selected), Military Only, Non Military, Active Only (checked), Mar, 02, 2022, and OK (button).

5. What is the best way to get counts of English Learners by School and Grade?

- Search for Edgecar Demographic At Risk Membership.
- Set for current year, current "As of Date".
- Select to filter on "02 Limited English Proficient".
- Counts by school / grade will appear.
- Click on a count to see students in the count.

6. Mobility Report:

- Set for current year, desired schools.
- LEP: Set to "LEP Only".
- Set desired date range. Default is July 1 to July 1.
- Cell click to see students.

7. Gail Loss Report:

- Set for Year / School(s).
- Set desired Date Range.
- Check "Calculate enrollment days"
- Show: Set to "Gains Only" or "All".
- At bottom, set for LEP Only.

8. Attendance Monitoring:

- Go to Attendance Summary Report
- Set for current year, school(s)
- Set date range.
- Set skip codes. (maybe skip all but the U's?)
- Set minimum absences.
- LEP = "LEP Only".
- On report, counts of days out, as well as floating gear for more details.

9. Discipline Monitoring

- Go to Discipline Frequency Report

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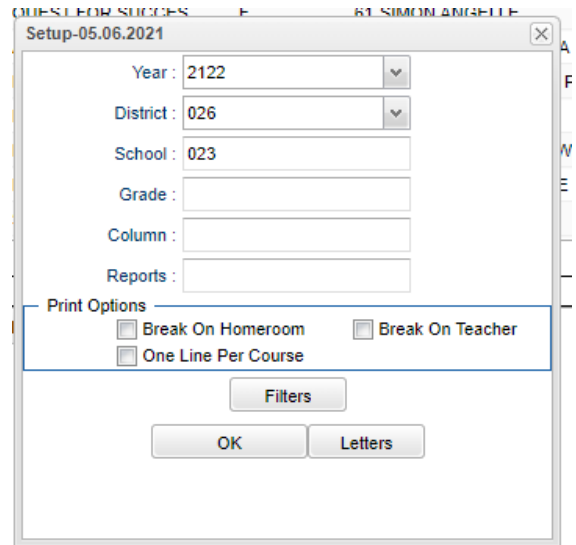
- b. Set for current year, school(s)
- c. Set date range.
- d. LEP = "LEP Only"
- e. PBIS: Check "Major".
- f. Primary Inc/Action Only: Uncheck this option.

- g. When data appears, on the left will be counts that are clickable. On the right are graphs.
- h. To change the type of table or graph, click the buttons in lower center.
 - i. For example, to change from Actions, to Incidents, click the "Inc" button.

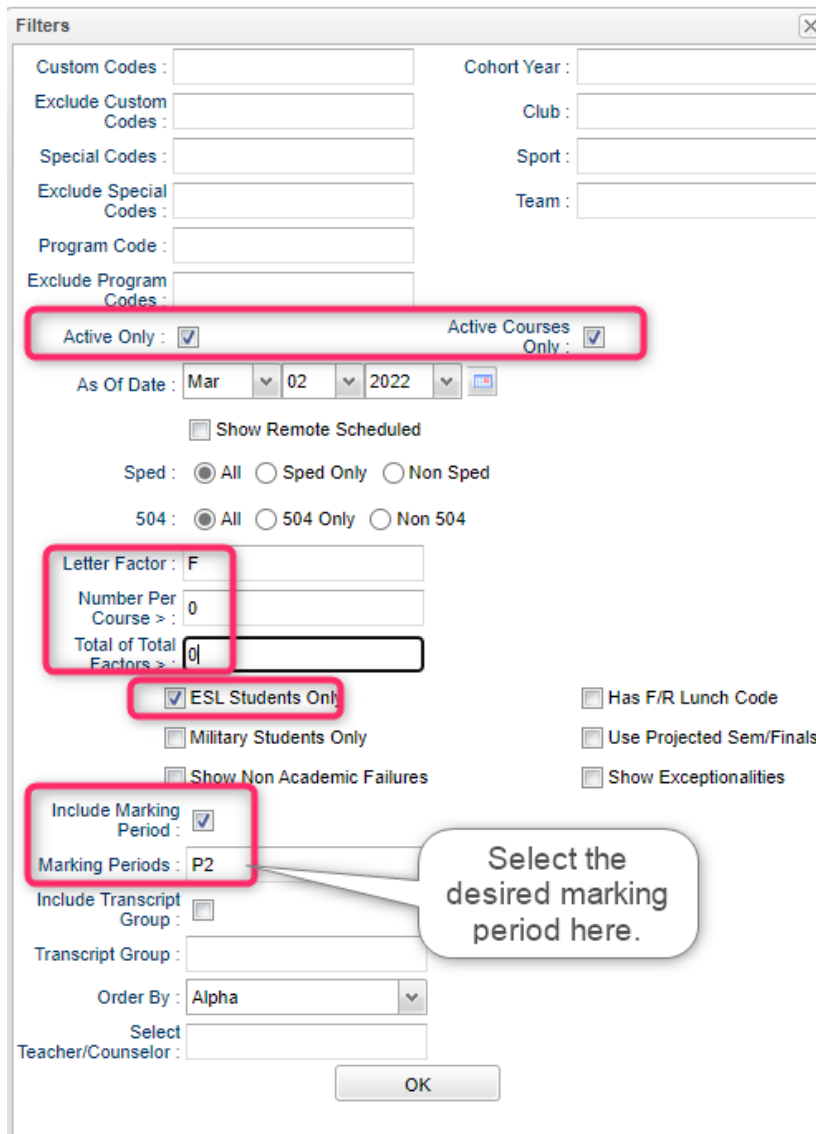
Pie	Ref	Stu	Freq	%
Act	Hear	Inc	SIS	Loc
Mo	Time	Staff	Day	DoW
Admin	T Act			

10. Grades Monitoring:

- a. Search for "Possible Failures Report"
- b. Set for Current Year, School(s), then click "Filters".
- c. Set for Active Only students and Active Courses Only.
- d. Set Letter Factor to F, or D and F.
- e. Set number per course to 0
- f. Set Total number of factors to 0
- g. Place check for ESL Students only
- h. Set to include Marking Period, then select the desired marking period.
- i. Click Ok to obtain a listing of students with failing grades for a marking period.
- j. The top half of the screen is raw data. The bottom half is a distinct list of the kids who have a F grade in at least one course.



Filters Settings for F in marking period 2:



11. Test Score Monitoring

- Search for ESL Student Assessment Data
- Set for current year, school(s), and a starting year to go back in time to compare against.
- Set the "As of Date" to today, and check "Active Only".
- Place a check for "LEP Only".
- Click "OK" to run the report.
- A table of students and test scores over time will be displayed.

ESL Student Assessment Data - 04.29.2021

Year: 2122

District: 026

School: 023

Starting Year: 1819

Grades:

Gender:

Ethnic:

As Of Date: Mar 02, 2022

Active Only

Sped: All Sped Only Non Sped

504: All 504 Only Non 504

LEP: All LEP Only Non LEP

Special Codes:

Programs:

Custom Codes:

Column:

Reports:

OK