English Learners and Immigrant Data Collection and Reporting

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Agenda

- English Learners (EL) Data Standards and Reporting

- Immigrant Data Standards and Reporting

- EL Student Misidentification

- Student Records Transfer

- Student Folders

- Resources and Contacts

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English Learners Data Collection and Reporting

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English Learner (EL) Data Standards

- English Learner Data Standards provide detail on entry of EL data in Infinite Campus (IC).
  - Census Detail – Home Primary Language
  - EL Screener and Assessment Detail
  - Program Status Detail
  - EL Services
  - EL Accommodations
  - Student Records Transfer and Enrollment Information
  - Reporting Requirements
  - Available Reports
  - Reporting Timelines

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Census Detail – Home Primary Language

Section A of the Data Standard

Path: Census | People | Demographics Tab

- Choose from the languages listed on student's Home Language Survey (HLS).

- The Languages are populated from the [Codes for the Representation of Names of Languages ISO-Code List](#)

- For EL student, selection must be a language other than English and cannot be blank.

EL Screener and Assessment Details

Section B of the Data Standard

Path: Student Information | General | Assessment Tab

- Districts must enter student's EL screener details
  - WIDA Screener for Kindergarten
  - WIDA Screener Online (Grades 1-12)
- Districts do not enter ACCESS or Alternate ACCESS scores manually. KDE will populate the scores into Infinite Campus after the verification process.

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Program Status Detail

Section C of the Data Standard

Path: Student Information | Program Participation | English Learners

- Before creating new records for EL students, search student locator to locate any previous state enrollments.

- Select Program Status from drop list

- Enter Identified Date and Expected Exit Date

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Program Status Detail - EL Exited

- If Program Status selection is EL Exited, Program Exit Date will be required, and Program Exit State will populate to Kentucky. Update if student exited EL from another state.

- Program Exit Date must be 6/30 of the year in which student reaches attainment on ACCESS or ALT ACCESS.

- First Year – Fourth Year Monitoring Dates will pre-populate based on the Program Exit Date entry.

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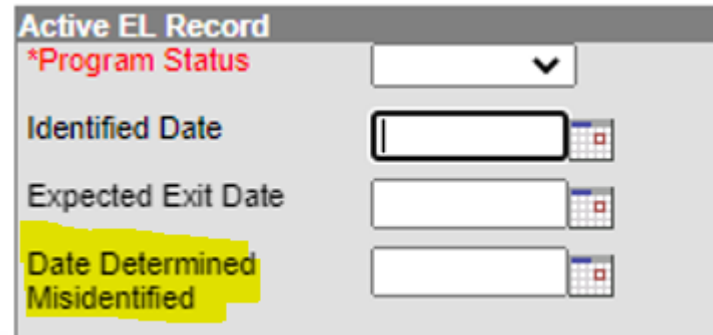
Program Status Detail - EL Misidentified Date

This is a **new** field added to Program Status Detail

- IF student is determined as misidentified, the EL Program Status must be changed to Not EL and the Date Determined Misidentified should be entered.

Reference KDE's Addressing the Misidentification of EL Students guidance to appropriately make this determination.

Prevention measures and processes will be covered later in this session.
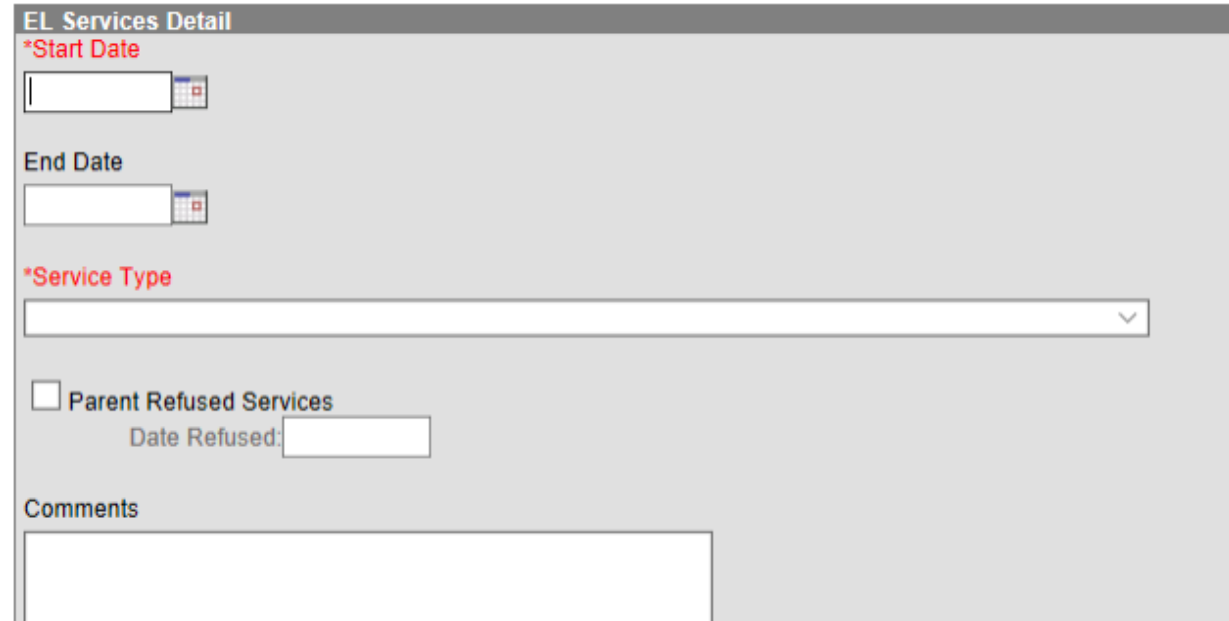
EL Services

Section D of the Data Standard

Path: Student Information | Program Participation | English Learners |EL Services

- The EL Services tab is used to track EL services a student receives while participating in the EL program
- Students may receive multiple EL services with varying start and end dates

Student must have at least one active EL Service to be included in EL reporting.

EL Accommodations

Section E of the Data Standard

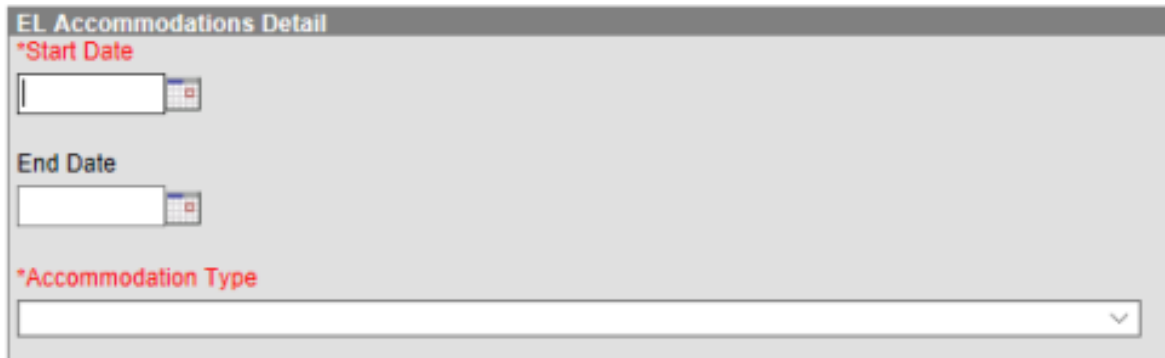Path: Student Information | Program Participation | English Learners | EL Accommodations

- The EL Accommodations tab is used to track and manage Instructional and Assessment Accommodations provided to an EL during a school year and throughout a student's school career.

Student must have at least one active EL *Instructional* Accommodation to be included in EL reporting.

Student Records Transfer

Section F of the Data Standard

Path: Process Inbox | Transfer

Release link: Student Information | General | Records Transfer Tab

All Data Imports must be completed to ensure all relevant EL records are imported.

Transfer Documents
- Transcript
- Census Contact Summary
- Extended Census Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
- Behavior Summary
- ~~EL Document~~
- ~~Gifted & Talented Documents~~
- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary
- ~~Homeless Summary~~

- Report Card-Progress
- ~~IEP~~
- ~~Special Ed Evaluation~~
- ~~IEP Documents~~
- ~~PLP~~
- ~~PLP Documents~~
- ~~ILPA~~
- ~~ILPA Documents~~
- English Learners (EL)
- EL Services
- EL Accommodations
- ~~Adult Ed~~
- Early Learning
- ~~Supplemental School Year Program~~
- ~~Foster Care~~

Data imports
- Transcript Import Wizard
- Extended Census Import Wizard
- Enrollment History Import Wizard
- Assessment Import Wizard
- Immunization Import Wizard
- Health Condition Import Wizard
- Health Screening Import Wizard
- ~~IEP Import Wizard~~
- ~~Special Ed Evaluation Import Wizard~~
- ~~Special Ed Documents Import Wizard~~
- ~~PLP Import Wizard~~
- ~~PLP Documents Import Wizard~~
- ~~ILPA Import Wizard~~
- ~~ILPA Documents Import Wizard~~
- KY State Reporting Import Wizard
- English Learners (EL) Import Wizard

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Data Imports

The following Import Wizards must be processed to ensure all EL records transfer into the student record.

- *Extended Census Import Wizard* – Home Primary Language will import

- *Assessment Import Wizard* – Screener and prior ACCESS scores will import

- English Learners (EL) Import Wizard – EL Program Status detail will import

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Transfer Documents

The following transfer documents must be processed to provide details of services and accommodations the student received in previous district.

- English Learners (EL)
- EL Services
- EL Accommodations

Previous services and accommodations should be considered when determining student needs in the new district.

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Enrollment Information

Section F of the Data Standard

- Accept EL scores for any EL students who transfer into KY from another WIDA state.

- EL students transferring from a non-WIDA state will need to complete the WIDA screener when transferring to KY to determine appropriate EL proficiency level.

- Districts should accept exiting scores from all other states.
    - EL Exited record must be created with Identified Date as date identified in the previous state. Program Exit Date of 6/30 the year student exited from the other state.
    - Monitoring Years will populate based on the exit date entered.

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Reporting Requirements

- States and districts are required to report the number and percentage of ELs in the programs and activities who are making progress toward achieving ELP in the aggregate and disaggregated, at a minimum, by English Learners with Disabilities (ELSWD).

- ESSA 3121(a)(5) requires data on former ELs also be disaggregated by ELSWD.

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Reports - English Learners Extract

PATH: KY State Reporting | English Learner Extract

- Access must be granted by KSIS District Administrator
- Districts need to generate the *English Learners* extract in IC on a regular basis to check for critical errors.
- Critical Errors include:
  - EL students without an active service type
  - EL students without an active instructional accommodation
  - EL students with a home language listed as *English*

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Reports - QA English Learners Report

PATH: KY State Reporting | KDE Reports | QA English Learners Report

- Access must be granted by KSIS District Administrator

- Report contains data on current EL students and those in EL Monitoring Status of four years.

- Report also contains other student group inclusion, EL services provided and recent assessment results.

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QA English Learner – ACCESS Error Reports

There are two report types available under the QA English Learner report that will assist districts in preparation for the ACCESS testing window.

- *Reach ACCESS Attainment Error Report* – provides a list of students who are indicated as EL but who have reached attainment on a prior ACCESS assessment

- *No Prior ACCESS Attainment Error Report* - provides a list of students who are not indicated as EL but have not previously reached attainment on a prior ACCESS assessment

Note: students who exited EL status from a state other than Kentucky will still appear on the *No Prior ACCESS Attainment Report* but will have the Program Exit State highlighted for reference, no action is required for these records.

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EL Reporting Timelines

Section G of the data standards

KDE will extract the English Learner data for reporting and funding purposes as follows:

- Oct. 1 for reporting to U.S. Department of Education

- The second Tuesday in March to determine _preliminary_ Title III allocations

- End of year data must be complete and accurate by June 30.

- July 1 to determine SEEK and _final_ Title III allocations

- Data reported publicly on School Report Card

- Districts will need to complete the _Intent to Participate_ in GMAP by April 15 to determine the Title III districts and consortiums for the upcoming school year.

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EL Student Misidentification

Misidentification Prevention

The first step in preventing the misidentification of students as ELs is ensuring parents/guardians understand the purpose of the HLS.

- KDE's HLS includes language to explain that the HLS is used solely to determine if students may qualify for additional services as well as the next steps for a student with an HLS listing a language other than English.

- KDE also added clarifying language to IC's KY Home Language Survey Online Registration Tool (OLR) and updated language in the District Guide for the English Learners Program.

- Districts may want to remind parents and guardians again that their responses could qualify their students for EL services.

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Misidentification Process- 1 of 3

Please consult KDE's guidance document, [Addressing the Misidentification of Students as English Learners](), to ensure compliance.

- If the district suspects the HLS was completed incorrectly, they should reach out to the family to verify its accuracy.

- If a parent or guardian believes their student was erroneously identified, it is recommended that districts require the parent/guardian to submit a written request to the district to have the student's EL designation removed.

- KDE recommends that districts consult with the student's teachers, including the EL teacher, when determining whether EL status is appropriate.

- The student's grades, scores on benchmark assessments and any previous EL screener or ACCESS assessments should also be considered.

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Misidentification Process- 2 of 3

- KDE recommends districts assemble a team to make the final determination of whether misidentification has occurred and ensure student data is considered as well.

- The team should develop some guiding questions that can help them make the decision. Examples could include:
  - Is there a language barrier that is affecting this student's success?
  - What do the student's teachers, including the EL teacher, report about the student's progress?
  - If the EL designation is removed, will it be detrimental to the student's education?

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Misidentification Process- 3 of 3

- If the district determines a student has been misidentified as EL, Infinite Campus (IC) must be updated to reflect the student is Not EL because of misidentification.

- Prior to the 23-24 school year, districts had to submit a notification survey to KDE. Starting with the 23-24 SY, the new field, *Date Determined Misidentification* should be completed on the student's EL record.

- The *No Prior ACCESS Attainment Error Report* type will be updated to exclude students who took ACCESS previously, did not reach attainment, but who have this date entered on the EL tab.

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Immigrant Data Collection and Reporting

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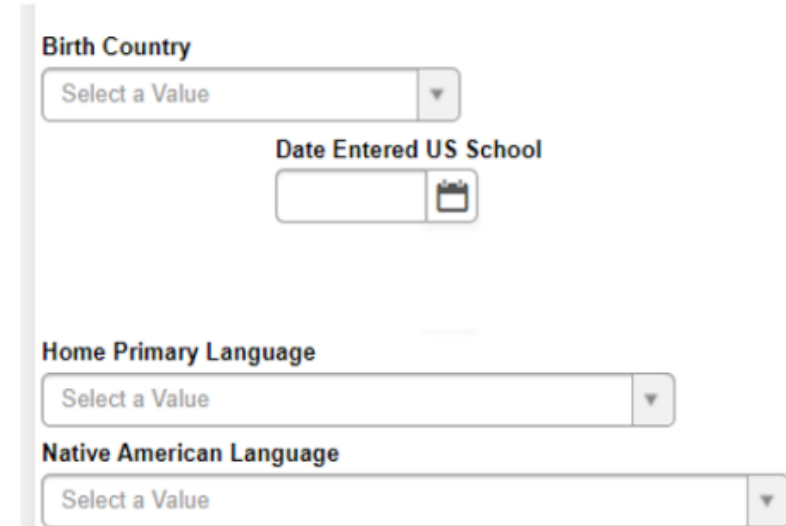# Immigrant Data Standards

- [Immigrant Data Standards](#) provide detail on entry of Immigrant data in IC.
  - Census detail –
    - Date Entered US School
    - Home Primary Language
  - Enrollment tab –
    - Immigrant checkbox
  - Reporting Requirements
  - Available Reports
  - Reporting Timeline

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Census Detail - Identifying an Immigrant Student

Section A of the Data Standard

Path: Census | People | Demographics

- *Date Entered US School* – to be considered immigrant, student has not been attending one or more US schools more than three full academic years.

- *Home Primary Language* – required for federal reporting of Immigrant students.

Birth Country

Select a Value ▾

Date Entered US School

[ ] 📅

Home Primary Language

Select a Value ▾

Native American Language

Select a Value ▾

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Enrollment Tab - Identifying an Immigrant Student

Section B of the Data Standards

Path: Student Information | General | Enrollments | State Reporting Fields

- Indicator must be selected in academic year to be considered for immigrant reporting.

State Reporting Fields

State Exclude

☐

☐ Immigrant   ☐ Refugee

Reports - Title III Immigrant Report

PATH: KY State Reporting | KDE Reports | Title III Immigrant Report

- Access must be granted by KSIS District Administrator

- Provides list of students identified as Immigrant.

- Highlights data quality issues
  - Date Entered US School > 3 Years
  - Date Entered US School Missing

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Immigrant Reporting Requirements

- The Title III Immigrant report should be generated on a regular basis.

- KDE will extract immigrant data from Infinite Campus on the second Tuesday in October to determine the recipients of the Title III Immigrant Subgrant.

- Title III requires states to reserve funds for subgrants to districts that have experienced a "significant increase" in the percentage or number of immigrant children and youth who have enrolled in schools in the district in the current fiscal year compared to the average of the last two fiscal years.

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Reporting Timeline

Section C of the Data Standards

- **Second Tuesday of October**: Immigrant count extracted to determine allocations

- **May 1** - District immigrant data verification window opens

- **June 30** - District immigrant data verification window closes

- **July 1** - KDE extracts immigrant data to be used for state and federal reporting purposes.

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Student Folders

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EL Student Folders- 1 of 2

- The district must also maintain a folder for each student containing information relating to the student's status as an EL and details about their individual Program Services Plan (PSP).

- Folders should be updated regularly to ensure the appropriate documentation is maintained.

- IC must also be updated to reflect changes in a student's PSP.

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EL Student Folders- 2 of 2

- Folders should include the following documentation:
  - A copy of the student's HLS
  - Initial ELP assessment scoresheet (WIDA Screener for Kindergarten/WIDA Screener Online)
  - Copy of parent notification letter
  - Level of academic achievement (i.e., report cards)
  - Annual ELP assessment (ACCESS for ELLs)
  - The student's PSP

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Resources

- [District Guide for the English Learners Program](#)
- [Home Language Survey (HLS)](#)
- KDE's Title III – English Learner and Immigrant [website](#)
- [KDE's PSP for English Learners Template](#)
- [Addressing the Misidentification of Students as English Learners](#)
- [English Learners Misidentified Survey](#)
- [Online Registration Guidance – KY HLS](#)

- [English Learner Data Standards](#)
- [Codes for the Representation of Names of Languages ISO-Code List](#)
- [Immigrant Data Standards](#)
- [Kentucky Academic Standards (KAS)](#)
- [Statewide Consolidated Monitoring Process](#)
- [Uniform Grant Guidance](#)
- OELA – Office of English Language Acquisition English Learner [Tool Kit](#)

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