

Data Standard English Learners (EL)

9/22/2020

Ownership and History

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Update Assessment detail

Added instruction for *Parent Declined* indication

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Review for 2020-21 SY

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Overview

Description

As new students from non-English language backgrounds are enrolled and continuing EL (English Learner) student records are updated, the processes referenced below should be followed to create and update EL records and to ensure accurate data collection and reporting as required by Title III of the Every Student Succeeds Act.

Regulation citation(s)

- [Title III of Every Student Succeeds Act](#)
- [703 KAR 5:070](#)

Data Use

- Federal Reporting
- State Reporting
- School Report Card
- Assessment and Accountability

Related ad-hoc filters and reports

- KY State Reporting / English Learners Extract

Training and Resources

- Campus Community: [English Learners \(EL\) Extract](#)
- English Learner and Immigrant Students [website](#)
- ACCESS for ELL's [website](#)
- [District Guide for the English Learners Program](#)
- [English Learner and Immigrant Data Collection and Reporting](#)
- [Home Language Survey Template](#)
- [Inclusion of Special Populations in the State Required Assessment and Accountability Programs](#)

Campus path(s)

- Census / People / Demographics
- Student Information / General / Assessment
- Student Information / Program Participation / English Learner (EL) / EL
- Student Information / Program Participation / English Learner (EL) / EL Services
- Student Information / Program Participation / English Learner (EL) / EL Accommodations

Section A – Creating an EL Record: Demographics Tab

Campus Path: Census / People / Demographics Tab

The screenshot shows a portion of a web form. At the top, there is a label "Date Entered US School" above a date input field with a calendar icon. Below this are two dropdown menus. The first is labeled "Home Primary Language" and contains the text "Select a Value". The second is labeled "Native American Language" and also contains the text "Select a Value".

Date Entered US School: Enter the date in which student first enrolled in a school within the United States.

Home Primary Language: Choose from an alphabetical list of world languages. Home language is defined as the language other than English spoken at home. This information is obtained through questions on the Home Language Survey which can be found on page 10 of the [District Guide for the English Learners Program](#). KDE's [Home Language Survey Template](#) can also be used as a reference.

NOTE: Student's Home Primary Language should not be updated when student exits EL Program Status.

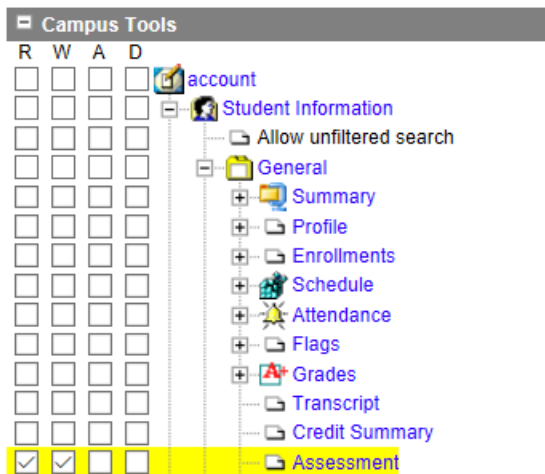
Native American Language: Select the Native American Language if student's *Home Primary Language* selection is **Native American (1025)**. If the language is not on this list, choose N0000: Other.

Additional information regarding *Home Primary Language* selections:

- In the case of a foreign-born student living in an English-speaking home of his/her adopted family, choose the student's native language from the *Home Primary Language* drop list.
- To be identified as an English Learner the *Home Primary Language* field must be selection other than **English (0400)**.
- The selection of **Other (1630)** *Home Primary Language* will result in a warning on the state report; however, the student will be included in the report.

Section B – Creating an EL Record: Entering WIDA Online Screener/Kindergarten WIDA-Assessment Placement Test (K W-APT)

Users must be given at least **R** (Read) and **W** (Write) edits to the Assessment Tab to enter WIDA Online Screener/K W-APT scores. This can be done via *System Administration / User Security / User / Tool Rights* (expanding Student Information | General).



Campus Path: Student Information / General / Assessment Tab

WIDA Online Screener is the placement assessment used for identification of EL for students in grades 1-12 and **K W-APT** is the placement assessment used for identification of EL for students in Kindergarten. **ACCESS** is the annual English Language Proficiency (ELP) assessment for EL students. For additional information on these assessments visit KDE's Access for ELL's [website](#).

Enter **WIDA Online Screener** scores for English Learner students in grades 1-12.

Click *New* button

The screenshot shows a 'New Test' form. It includes a title 'New Test', a subtitle 'Test - Choose the parent test then update test/strand scores', and a dropdown menu for selecting the parent test.

Test: Select WIDA Online Screener (WOS) from the drop list for students in grades 1-12.

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WIDA Online Screener

Date

Proficiency Level

Result

Comments

	Date	Result
Listening	<input type="text"/>	<input type="text"/>
Reading	<input type="text"/>	<input type="text"/>
Speaking	<input type="text"/>	<input type="text"/>
Writing	<input type="text"/>	<input type="text"/>
Composite Literacy	<input type="text"/>	<input type="text"/>
Composite Oral	<input type="text"/>	<input type="text"/>
Composite Overall	<input type="text"/>	<input type="text"/>

Date: Enter the date in which the assessment was taken

Proficiency Level: Select from the drop list the proficiency level obtained.

- ENT: Entering 1.0 - 1.9
- EMR: Emerging 2.0 – 2.9
- DEV: Developing 3.0 – 3.9
- EXP: Expanding 4.0 – 4.9
- BRI: Bridging 5.0 – 5.9
- REA: Reaching 6.0

Results: Select from the drop list the overall screener results

Listening, Reading, Speaking, Writing, Composite Literacy, Composite Oral, Composite Overall: Enter date assessment section was taken and select the result of the section from the drop list.

Once saved, the WIDA Online Screener data will be available via the Student Information | Program Participation | English Learners (EL) | EL Assessments tab as *read only*.

Enter **K W-APT** scores for English Learner students in Kindergarten.

Click *New* button

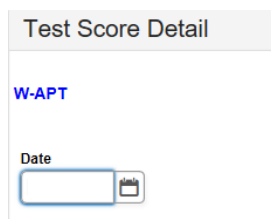
New Test

Test - Choose the parent test then update test/strand scores

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Test: Select K W-APT from the drop list for students in grades 1-12.



The screenshot shows a form titled "Test Score Detail". Below the title, there is a dropdown menu labeled "W-APT". Below that, there is a "Date" field with a calendar icon to its right.

Date: Enter the date in which the assessment was taken; no other elements are required to be entered for the K W-APT assessment.

NOTE: Districts do **not** need to enter ACCESS scores. KDE will populate the scores into Infinite Campus after the verification process. The scores will populate in two locations 1) Student Information | Program Participation | English Learners (EL) | EL Assessments tab and 2) Student Information | General | Assessments tab.

Section C – Creating an EL Record: Program Status

Campus Path: Student Information / Program Participation / English Learners (EL) / EL Tab

REMINDERS:

- **Transfer EL Records from another KY Public School District** - Do not create a new EL record for incoming student but instead import record from previous district via Student Records Transfer and update the import record as needed.
- **Exited EL Transferring from a State within the WIDA Consortium** - Districts should accept ELP scores for all EL students who transfer into Kentucky from another state that utilizes WIDA. Therefore, if the student has exited an EL program from another state that is also a WIDA consortium member, that student would need an EL record with a Program Status of EL Exit and the Program Exit Date would be the date the student exited the EL program from the originating state and the monitoring years will pre-populate.
- **Exited EL Transferring from a State not within the WIDA Consortium** - Districts should proceed with properly identifying all ELs who transfer from a non-WIDA state. Which include, administering an HLS and appropriate WIDA screener. EL records should be created based on results of the identification conducted.
- **Preschool Students** - When a child enrolls into preschool and is a potential EL, the district is encouraged to provide language assistance, but the child will not be officially identified as EL until they enroll as a kindergartener. The district may administer the HLS for identification, but the K W-APT must not be administered to the student until they complete preschool and enroll into kindergarten. This also means the preschool student will not be listed in Infinite Campus with a program status of EL or an Identified

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Date entered on the EL tab until enrolled in kindergarten. All state and federal reporting include EL students in grades K-12, preschool students are not included.

Active EL Record

*Program Status: EL

Identified Date: [Date Field]

Expected Exit Date: [Date Field]

Program Exit Date: [Date Field]

First Year Monitoring:

Second Year Monitoring:

Third Year Monitoring:

Fourth Year Monitoring:

Parent Notified: [Date Field]

Parent Declined:

Parent Declined Date: [Date Field]

Interrupted Schooling:

Comments: [Text Area]

Program Status: Select the student's program status from the drop list based on the student's K W-APT, WIDA Online Screener or ACCESS results. See Program Status definitions table on the next page.

- EL
- Exited EL
- Pending
- Not EL

Do not change Program Status or Program Exit Date when a student graduates if they did not reach proficiency on the ACCESS assessment prior to graduation.

Identified Date: Enter the date the student was found eligible for EL program and services based on an Initial Determination Test (K W-APT/WIDA Online Screener).

Expected Exit Date: Enter the date in which the student is expected to exit the EL program. EL students are expected to reach English language proficiency within 5 to 7 years of instruction in the English Learner program.

Program Exit Date: This date should be **6/30 of the year** in which the student achieves the required ACCESS scores to exit and student exits the EL program. For example, if a student exits on 11/20/2020, then the Program Exit Date should be 6/30/2021.

NOTE: The Status of EL Exit and Program Exit Date of 6/30/2020 should be entered as an end of year process (reference Reporting Timeline in [Section F](#) of this document).

First Year Monitoring: This read-only date field will calculate one year from the date entered in the Program Exit Date.

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Second Year Monitoring: This read-only date field will calculate two years from the date entered in the Program Exit Date.

Third Year Monitoring: This read-only date field will calculate three years from the date entered in the Program Exit Date.

Fourth Year Monitoring: This read-only date field will calculate four years from the date entered in the Program Exit Date.

Parent Notified: Enter the date in which the eligible EL student's parent or guardian(s) were notified of the initial identification assessment results and eligibility of EL services. The results of the identification assessment and the program services plan (PSP) must be shared with the parent or guardian(s) within the first 30 calendar days of the school year or within two weeks of enrollment during the school year. Written documentation and/or oral interpretation should be provided, to the extent practical, in a language in which the parent or guardian(s) can understand.

Parent Declined: Select this indicator if the student's parent or guardian(s) were notified and EL services were refused. Appropriate EL Service selection for a student whose parent declined services is Sheltered English Instruction.

Parent Declined Date: Enter the date the parent or guardian(s) refused services, if parent declined indicator selected.

Interrupted Schooling: Select this indicator if student missed school a continuous month or more of the school year either because of withdrawal and subsequently re-enrolling, or because of absence.

Program Status	Description
Not EL	<p>Not EL status should be selected if a student who answered a language other than English on the HLS and scores Initially Full English Proficiency (IFEP) on the initial assessment of English language proficiency (WIDA Screener). This initial screening assessment of English language proficiency should occur when the student first enters a school district in the United States.</p> <p>Not EL status cannot be assigned to a kindergarten student. A kindergarten student who has taken the K W-APT test must be enrolled as an EL student, have a PSP regardless of the score, and take ACCESS in January.</p> <p>Grades 1-12 students identified as IFEP will not take ACCESS in January.</p>
EL – (English Learner)	<p>EL status should be selected if student meets the following definition:</p> <ul style="list-style-type: none">a) who is age 3 through 21.b) who is enrolled or preparing to enroll in an elementary or secondary school.c) who was not born in the United States or whose native language is a language other than English (who is Native American or an Alaskan Native, or a native resident of

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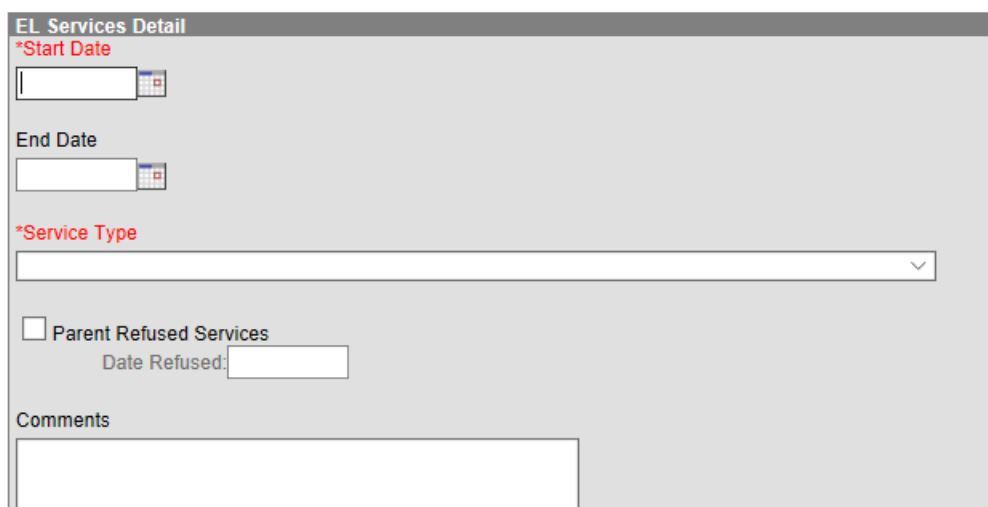
Program Status	Description
	<p>the outlying areas and who comes from an environment where a language other than English has had a significant impact on the individual’s level of English Language Proficiency or who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant).</p> <p>d) whose difficulties in listening, speaking, reading or writing the English language may be sufficient to deny the individual:</p> <ul style="list-style-type: none"> i. the ability to meet the state’s proficient level of achievement on state required assessments. ii. the ability to successfully achieve in classrooms where the language of instruction is English or iii. the opportunity to participate fully in society. <p>Select this option if the student is identified as EL as a result of the K W-APT/WIDA Online Screener (below 4.5 overall composite) or has not yet met the exit criteria of 4.5 or higher Overall Composite Proficiency Level on a Tier B/C ACCESS for ELLs 2.0 as a student in the 1st grade or above.</p> <p>Record must have at least one <u>EL Service type</u> and at least one <u>Instructional Accommodation</u> selected.</p>
Exited EL	<p>Exited EL status should be selected if a student who after having been designated EL based on the initial assessment of English language proficiency, subsequently scores FEP on the assessment of English language proficiency.</p> <p>Select this option if the student has reached the FEP attainment level (<i>meets the exit criteria of 4.5 or higher Overall Composite Proficiency Level on a Tier B/C ACCESS for ELLS 2.0</i>) as a student in the 1st grade or above.</p>
Pending	<p>Pending status should be selected if student has been identified as possibly needing EL services by the school through the Home Language Survey (HLS) but no formal EL determination (K W-APT/WIDA Online Screener) has been conducted.</p>

Section D – Creating an EL Record: EL Services

Campus Path: Student Information / Program Participation / EL / EL Services

The EL Services tab is used to keep track of EL services a student receives while participating in an EL program. Students may receive multiple EL services with varying start and end dates. Decisions about the type(s) of EL Services provided are based on the student's current level of English proficiency (K W-APT/WIDA Online Screener or ACCESS scores). Users should refer to the [WIDA Can Do Descriptors](#) that correspond to the English learner's current level of proficiency prior to making decisions about EL Services. **EL services DO NOT need to be end dated yearly.** However, they are to be reviewed yearly, within the first thirty calendar days of the school year, as part of the PSP committee meeting. Decisions on beginning and ending EL services provided to ELs are based on the student's most recent ACCESS Scores and corresponding level of English proficiency using the [WIDA Can Do Descriptors](#) as well as the current school context.

NOTE: Student must have at least one EL Service type to be considered an EL student for reporting purposes.



The screenshot shows a form titled "EL Services Detail". It contains the following fields and controls:

- *Start Date:** A date selection field with a calendar icon.
- End Date:** A date selection field with a calendar icon.
- *Service Type:** A dropdown menu.
- Parent Refused Services**: A checkbox with a "Date Refused:" field next to it.
- Comments:** A text area for entering notes.

Start Date: Enter the date of the specified EL Service started

End Date: EL services should only be end dated if a student exits EL Program Status or the student no longer needs the service based on an update to the student's learning plan; the end date should be 6/30 of the reporting year in which the student exits the program.

NOTE: Decisions on beginning and ending EL services provided to English Learners are based on the student's most recent ACCESS Scores and corresponding level of English proficiency as well as the current school context. **Services should not be end dated when a student transfers to another district.**

Service Type: Select the type of EL service provided to the student from the drop list (reference Office of Civil Rights [Developing Programs for English Learners: Glossary](#) for additional detail)

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- CAT: Content Area Tutoring
- CBE: Content-Based ESL
- DBE: Developmental Bilingual Education
- DLG: Dual Language
- EBE: Early Exit Bilingual Education
- ELD: English Literacy Development
- HLA: Heritage Language
- NEW: Newcomer Program
- POE: Pull-Out ESL Resource
- SEI: Sheltered English Instruction
- SEN: Structured English Immersion
- TBE: Transitional Bilingual Education
- TWI: Two-Way Immersion

Parent Refused Services: Select indicator if student parent refused the service

Date Refused: Enter the date parent refused the service, if applicable

Section E – Creating an EL Record: Accommodations

Campus Path: Student Information / Program Participation / EL / EL Accommodations

The EL Accommodations tab is used to track and manage EL Instructional and Assessment Accommodations provided to an English Learner during a school year and throughout a student's school career. Decisions about the type(s) of EL Accommodations provided are based on the student's current level of English proficiency (K W-APT, WIDA Online Screener or ACCESS Scores). Users should refer to the [WIDA Can Do Descriptors](#) that correspond to the English Learner's current level of proficiency prior to making decisions about EL Accommodations. Both instructional and assessment accommodations have start date and can be end dated. The English Learner's performance on the annual English Language Proficiency assessment in conjunction with professional judgment when reviewing student records and data should determine when accommodations are no longer required and should be end dated. **EL Accommodations DO NOT need to be end dated each year.** However, EL Accommodations are reviewed yearly, within the first thirty days of the school year, as part of the PSP committee meeting. Assessment accommodations must be consistent with the on-going delivery of instructional services (Instructional Accommodations). Implementation of Assessment Accommodations should not impact the content being measured.

NOTE: Student must have at least one EL Instructional Accommodation to be considered an EL student for reporting purposes.

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Start Date: Enter the date in which the provided EL accommodation starts

End Date: EL accommodations should only be end dated if a student exits EL Program Status or the student no longer needs the accommodation based on an update to the student’s learning plan; the end date should be 6/30 of the reporting year in which the student exits the program. **EL Accommodations should not be end dated when a student transfers to another district.**

Accommodation Type: Select from the instructional or assessment accommodation from the drop list

Code	Accommodation	Accommodation Type
RTE-I	Read Text in English	Instructional
SB-I	Scribe Response	Instructional
BED-I	Bilingual or English Dictionary	Instructional
PC-I	Prompting/Cueing	Instructional
VO-I	Provide Visuals/Organizers	Instructional
SP-I	Use Spellcheck	Instructional
CO-I	Provide Content Objectives	Instructional
AC-I	Engage in Academic Conversations	Instructional
MC-I	Meta-Cognitive Strategies	Instructional
ONLS-I	Oral Native Language Support	Instructional
RTP-I	Read Text in Primary Language	Instructional
ET-I	Extended Time	Instructional
SGSF-I	Small Group/Single Form Test	Instructional
AMT-I	Adapted Materials/Technology	Instructional
PL-I	Link Instruction to Prior Learning	Instructional
BK-I	Build Background Knowledge	Instructional
SR-I	Scaffold Responses	Instructional
BEG-I	Bilingual or English Glossary	Instructional
SL-I	Simplified Language	Instructional
AT-I	Assistive Technology	Instructional
API-I	Adapt Pace of Instruction	Instructional
CS-I	Use Computer/Software	Instructional
MC-I	Model Language/Task Completion	Instructional
LO-I	Provide Language Objectives	Instructional
IO-I	Interaction Opportunities	Instructional
ML-I	Model Language/Task Completion	Instructional

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Code	Accommodation	Accommodation Type
RDR-I	Reader	Instructional
BED-A	Bilingual/English Dictionary	Assessment
ONLS-A	Oral Native Language Support	Assessment
ET-A	Extended Time	Assessment
SB-A	Scribe	Assessment
SL-A	Simplified Language	Assessment
RDR-A	Reader	Assessment

Section F – Student Records Transfer – EL Data

Campus Path: Process Inbox / Transfer

Release link: Student Information / General / Records Transfer

Former (Originating) District: preparing for transfer

1. The former (originating) district must end-date the enrollment of the student before releasing the record for all transfer functionality to work correctly.
2. **The former (originating) district should NOT end date EL Accommodations or EL Services when student transfers to a new district.**

NOTE: Do not create a new EL record for incoming student but instead import record from previous district and update as needed.

Receiving District (obtaining EL records from originating district)

1. Import Wizards
 - a. Assessment Import Wizard
 - b. English Learners (EL) Import Wizard
 - c. Extended Census Import Wizard
2. Transfer Documents
 - a. English Learners (EL)
 - b. EL Services
 - c. EL Accommodations

EL Service and EL Accommodation Transfer Documents will be available for review in the student’s record via Program Participation | English Learners.

For expanded guidance, refer to the [Student Records Transfer Data Standard](#).

Section G – Reporting Timeline

English Learner and Immigrant Data Verification Timeline

- **October 1 – October 30** – District review of English Learners (EL) data in Infinite Campus for federal reporting (English Learner Enrolled and Served as of October 1)
- **November 1** – KDE extracts English Learner data from Infinite Campus for federal reporting requirements
- **March 10** – KDE extracts English Learner data from Infinite Campus for tentative allocations.
- **May 1** - District Data Verification for English Learner opens
- **June 30** - District Data Verification for English Learner closes; all English Learner data should be updated and complete in Infinite Campus
- **After State Testing – June 30** – Enter Program Status and Program End Date for students who have exited EL during the academic year
- **July 1** - KDE extracts English Learner data from Infinite Campus State Edition for end of year reporting and final allocations.