

District Back to School Reporting Checklist for Language Minority Students/English Learners



- ALL Districts submit ESOL Coordinator name and contact information in eFinance (see p. 33-35 of SIS Manual).
- ALL Students complete a Home Language Usage Survey upon initial enrollment.
- Determine student's LMS Status.
 - Generally, students with any answer other than "English" are LMS.
 - False positives--if needed, verify reasons for other language listed to ensure need for screening ("Dora the Explorer" Spanish, very recent introduction of a language other than English in the home, family learning French together as a second language, etc. do not qualify as a Language Minority Student and do not need screening).
 - If not truly a "Language Minority Student" due to reasons like examples listed above:
 1. Document reason not a LMS on the HLU S Verification Form.
 2. File HLU S with HLU S Verification Form in student's cumulative file.
 3. Enter "EN" as "Home Language" in eSchool on student summary page under registration.

Student Summary

District Registration Information

Family/Census Number	
County of Residence	
District of Residence	
Alternate District	
Attending District	
Alternate Building	
Alt Accountability Building	
State Building of Residence	
Home Language	EN - English
Native Language	
US Enrollment Date	

If NOT a Language Minority Student, enter "EN" as "Home Language"

No further screening needed.

- False Negatives- If school personnel have evidence of a language other than English being used by student or by family, (even though HLU S is all "English"), document other language use on HLU S Verification Form. (Family needs interpreter, family converses with student in a language other than English, teacher observes usage of a language other than English, etc.) This would qualify as a LMS.

- For ALL true Language Minority Students:
 1. File HLUS and HLUS Verification Form as needed in student's cumulative file.
 2. Enter the language other than English from HLUS and HLUS Verification Form as "Home Language" in eSchool on student summary page under District Registration.

Student Summary

District Registration Information

Family/Census Number
County of Residence
District of Residence
Alternate District
Attending District
Alternate Building
Alt Accountability Building
State Building of Residence
Home Language
Native Language
US Enrollment Date

If truly a Language Minority Student, enter code for language other than English from HLUS/HLUS Verification Form as "Home Language"

3. Check the "ESL" box on the Student Summary Page under "Educational Factors Screen".

Student Summary

Educational Factors

Classification	
Meal Status	
Academically Disadvantaged	
Homeless	
504 Plan	No
ESL	<input checked="" type="checkbox"/>
Current Student Success Plan	No
At Risk	No
At Risk Calculation Ovr	No
IEP	No
IEP Status	

"ESL" – Checked(yes) if the student is a Language Minority Student and must be/has been screened by "ESL"

All students with “ESL” checked are considered “Language Minority Students” for state and federal reporting purposes.

➤ For ALL English only students, file HLUS in student’s cumulative file.

☐ Screen true LMS for EL Status using ELPA21 screener or current ELPA21 summative scores for EL status.

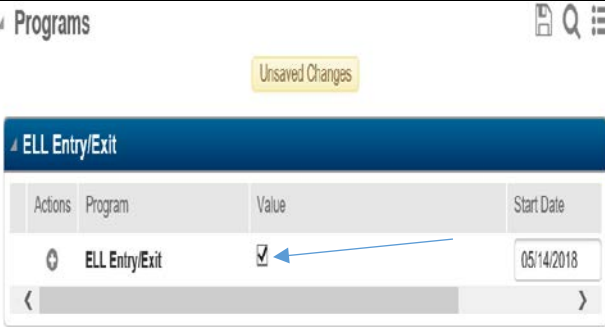
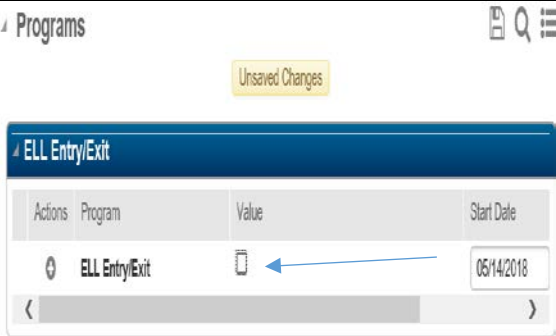
☐ Annually review English Learners and adjust EL status as appropriate.

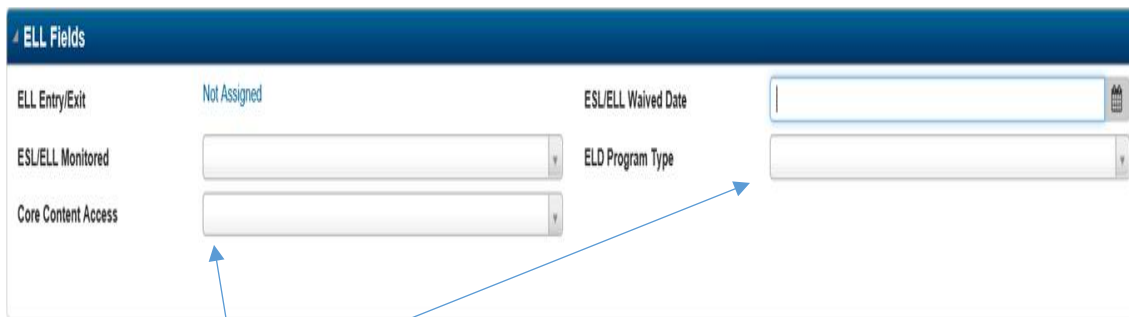
☐ Access the ELL page in eSchool.

☐ ALL LMS students **must** have data entered in the ELL Program Screen which is accessed via the Student Summary Page > Student’s Enrolled Programs “ELL Entry/Exit”.

ELL Fields	
ELL Entry/Exit	Not Assigned
ESL/ELL Monitored	
Core Content Access	
ESL/ELL Waived Date	
ELD Program Type	

1. LMS must have a “**Start Date**”. This is the date the student entered a U.S. school for the first time(K-12), regardless if the entry was in Arkansas or another state.
2. LMS students who are NOT proficient in English as determined by ELPA21 and have NOT met the state exit criteria, are considered **English Learners**. Enter a check (√) as the “Value” if student is identified as an English Learner.
3. LMS students who meet the state exit criteria for Fluent English Proficient/Former English Learner status are not eligible for the ESL/ESOL Program and may not receive services. The “**End Date**” is the date the Language Placement and Assessment Committee determines the LMS student should be classified as Fluent English Proficient/Former English Learner.

CORRECT English Learner indicated	NOT correct English Learner indicated (no check in value box)
 <p>The screenshot shows the 'Programs' interface with a table for 'ELL Entry/Exit'. The table has columns for 'Actions', 'Program', 'Value', and 'Start Date'. The 'Value' column contains a checked checkbox, which is highlighted by a blue arrow.</p>	 <p>The screenshot shows the 'Programs' interface with a table for 'ELL Entry/Exit'. The table has columns for 'Actions', 'Program', 'Value', and 'Start Date'. The 'Value' column contains an empty value box, which is highlighted by a blue arrow.</p>



The screenshot shows the 'ELL Fields' form. It includes several fields: 'ESL/ELL Monitored' (dropdown), 'Core Content Access' (dropdown), 'ESL/ELL Waived Date' (text input), and 'ELD Program Type' (dropdown). A blue arrow points from the 'ESL/ELL Monitored' dropdown to the 'ELD Program Type' dropdown.

4. **English Learners** must have an **ELD program type** entered that indicates the primary type of English Language Development (ELD) service being provided to them.
 - PI- ELD Push-in
 - PO- ELD Pull-out
 - CP- ELD Class Period
 - EM- ELD Embedded in core
 - NP-Newcomer Program
 - DS- Declined ELD Services
5. **English Learners** must indicate the primary method by which the school provides the student meaningful access to the full curriculum in the **Core Content Access** Field
 - SI- Sheltered Instruction
 - CC- Content Classes with integrated support
 - NP- Newcomer Program
 - DS-Declined access to Core Content Services

Monitored Fluent English Proficient/Former EL Students

□ Students in their first FOUR years as a Fluent English Proficient/Former EL student (whether due to initial classification or reclassification) must be monitored for four years and marked as such in eSchool.

Programs

Unsaved Changes

ELL Entry/Exit

Program	Value	Start Date	End Date
ELL Entry/Exit	□	08/18/2014	10/20/2018

ELL Fields

ELL Entry/Exit Not Assigned ESL/ELL Waived Date

ESL/ELL Monitored ←

Data Entry for Monitored Students:

1. Must have “Start Date” **AND** “End Date”
2. “Value” box must be blank
3. “ESL/ELL Monitored” must be marked
 - a. M1—Monitored Year 1
 - b. M2—Monitored Year 2
 - c. M3—Monitored Year 3
 - d. M4—Monitored Year 4
 - e. MC—Monitoring is complete
4. After year of monitoring, update M1 to M2 or M2 to M3, etc, if successful.
5. During monitoring, if returned to EL status, remove “End Date”, check “value” box, and remove monitored code.

Data Entry for Students Whose Parents Have Waived ESL/ESOL Services:

ELL Fields

ELL Entry/Exit Not Assigned ESL/ELL Waived Date

ESL/ELL Monitored ELD Program Type

Core Content Access

□ Enter the “ESL/ELL Waived Date”—The date an EL student’s parent signed the form waiving ESL/ESOL services for the student.

- Waives services only, not identification. Must still have a start date with the value box checked on the ELL Program Screen if not meeting exit criteria.
- Must participate in annual ELPA21 assessment until all state exit criteria met.

Data Entry for Recent Immigrants in eSchool:

Immigrant Definition:

- A student who is:
 1. Between the ages of 3 and 21
 2. Who was not born in any state
 3. Has not attended one or more schools in any one or more states for more than 3 full academic years (K-12).

If student meets ALL THREE criteria in the definition above, mark "Y" in the "Immigrant" field on the "Student Personal Screen".

The screenshot shows the 'Personal' section of a student record. Fields include: Federal Code (6 White), ELL Years, Migrant, Migrant ID, Immigrant (checkbox), and Country of Origin. A red arrow points from the 'Immigrant' checkbox to a callout box on the right.

Data Entry for Immigrants:

1. If meet all 3 criteria, enter "Y" in "Immigrant" field.
2. Maintain this field regularly as students can only be considered "Immigrant" for 3 full academic years.