

# ELL Data Entry Procedure

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## DEFINITIONS

**LP** The student is in the 3<sup>rd</sup>-12<sup>th</sup> grade, tested fully English proficient on an Aural/Oral Test and is Limited English Proficient pending the Reading and Writing assessment or the student is in K-12<sup>th</sup> grade, answered "yes" on at least one of the Home Language Survey questions and is pending aural/oral assessment. Please note that a student for whom the only affirmative response to the survey is "Is a language other than English spoken in the home?" does not need to be placed as an "LP" in the ELL program pending assessment.

*Reference FL Statute: [6A-6.0902 Requirements for Identification, Eligibility, and Programmatic Assessments of English Language Learners](#)*

**LY** The student is classified as limited English proficient and is enrolled in a program or receiving services that are specifically designed to meet the instructional needs of ELL students, regardless of instructional model/approach.

**LF** The student is being followed up for a two-year period after having exited from the ELL program.

**LZ** The student is one for whom a two-year follow-up period has been completed after the student has exited the ELL program. This code also applies to John M. McKay Scholarship students who were formerly in an English Language Learners program.

## HOME LANGUAGE SURVEY

Location: **Students > General > Profile**

**Survey Lang Date** = Original Home Language Survey completion date.

**Lang. Questions** = Determined by answers to the Home Language Survey.

**General Information**

\* Date of Birth: 05/01/2009    Age: 5    \* Birthdate Verify: 1    Gender: Male

Local Race: W    WHITE, NON-HISPANIC    Multi-Race/Ancestry    Ancestry:

Ethnicity:  Hispanic/Latino Ethnicity?    Resident: Yes

\* Federal Race:  1-American Indian or Alaskan Native    Marital Status:    Military Family: N - No

2-Asian    Transported: No    \* Other ID: 6002709

3-Black or African American    Conv. Key:    Library Card:    Name, AKA:    School Email:    Home Email:    Cellular:    Ext:    Category:   

4-Native Hawaiian or Other Pacific Islander    Race/Eth Verified By:  Not Verified     District Staff     Individual Student     Pv Rec

5-White    Race/Eth Verified On:    \* Language: EN    ENGLISH    \* Nat. Lang: EN    ENGLISH

\* Lang at Home: SP    SPANISH    Contact Lang: EN    ENGLISH

Work:    Ext:    Category:     Override Student's Off Campus Lunch Eligibility    Off Campus Lunch: No - Not Eligible

\* Survey Lang Date: 05/30/2013     No ConnectEd Outreach Calls    Share Lunch: 2 - Not Applicable

Lang. Questions: Yes - At Least 1 question answered YE    Mom's Maiden: Elizabeth Theresa Javery

Student Nbr ID: 022925842X    Student Nbr Alias: 022925842X    FL Ed ID:   

Missing Child: No    Start:    End:

# ELL Data Entry Procedure

## DATE ENTERED US SCHOOL

Location: **Students > Special Prgrms > ELL**

**Date Entered US School** = Date student first entered a US school.

(This is the first day the student attended school. For example, if the student registered during the summer and completed the Home Language Survey before the first day of school, that would NOT be the 'Date Entered US School', because school is not in session at that time. In this case, the 'Date Entered US School' should be the first day of school for the coming year.)

The screenshot shows the 'Edit ELL Student Details' form. The 'Date Entered US School' field is set to 08/07/2013, Wednesday. The 'Save' button is highlighted with a red arrow. The 'Home Language Survey Date' is 05/30/2013, Thursday. The 'Language Questions' dropdown is set to 'Yes - At Least 1 question answered YES'. There are checkboxes for 'Assign Date Entered US value of '00000000-Not Applicable'' and 'Assign Date Entered US value of '88888888''. An asterisk (\*) denotes a required field.

## ADD ELL RECORD

Location: **Students > Special Prgrms > ELL**

**Start Date** = Date student entered ELL program (can use first day of school year).

**Start School Year** = (defaults)

**Referral Date** = Same as Home Language Survey date ('Survey Lang Date').

**Classification Date** = Eligible date; cannot be earlier than Home Language Survey date.

**Student Plan Date** = Date of most recent development or review of ELL plan this must be updated each year before October 1.

**Program Participation** = E

**PK-12** = LY or LP (if pending assessment)

**Fund Source** = E (Title III Part A)

**Basis of Entry** = Enter code indicated on ELL plan.

T = LP Student (Temporary Placement Based on Pending Assessment)

A = Aural/Oral (W-APT or WIDA Screener)

L = Committee

**Note:** When entering KG data during the first half of the year, select 'ZZ' on Reading and Writing fields. Only Speaking and Listening are administered to KG students during the first half of KG.

**Test Score** = WID Score Scale will range from 1.0-6.0 & WPT Scale Score will range from: 0-30 Listening & Speaking 0-15 Reading 0-18 Writing.

✓ **Test with Multiple Scores** to enter separate test scores.

Click **Save**.

**Note:** Regardless of whether the student meets exit criteria, testing data from ACCESS for ELLs 2.0 must be entered annually. To enter data for a student who is not exiting, select Entry/Exit/Other = Other.

The screenshot shows the 'ELL Test Details' form. The 'Test Name' is WIDA Model Assessment. The 'Test Field' is checked for Listening, Speaking, Reading, and Writing. The 'Test with Multiple Scores' checkbox is checked. The 'Test Date' is 08/10/2016. The 'Test Level' is 1. The 'Entry/Exit/Other' is Entry Assessment. The 'Proficiency Level' is blank. The 'Listening Score Information' section shows Test Subject Content: 14, Listening (Total), Test Score Type: SS, Scale Score, Test Score: 3.5. The 'Speaking Score Information' section shows Test Subject Content: 17, Speaking, Test Score Type: SS, Scale Score, Test Score: 3.2. The 'Reading Score Information' section shows Test Subject Content: 09, Reading, Test Score Type: SS, Scale Score.

# ELL Data Entry Procedure

## EXIT STUDENT FROM LY TO LF (TWO YEAR FOLLOW-UP)

**Note:** Exits normally occur at the beginning or the end of the school year. A student can only be exited from LY mid-year by ELL Committee, not by using assessment data.

**\*\*Student schedules must be updated to remove ELL courses. Students identified as LF are no longer eligible for ELL funding.**

Select the LY record and click **Status Change**.

Start Date	Year	End Date	Year	Years	Prgm	PK-12	Reclass Date	Reclass Exit	Referral Date	Ext Instr
08/17/2015	2016		0000	1-10	E	LY			08/17/2015	Yes

**End Date** = Enter correct date (defaults to current date).

**Basis of Exit 1:** Gr KG - 02 = H / Gr 03 - 09 = I / Gr 10 - 12 = J

**Basis of Exit 2** = Z (\*\*Mid-year exits = L)

**\*\*For mid-year exits, the Basis of Exit must be 'L - English Language Learners (ELL) Committee' and must be verified with the Assistant Principal that Exit by ELL Committee has been approved by District ELL Program Specialist.**

Click **Save**.

\* Start Date: 08/17/2015 \* Start School Year: 2016

\* End Date: 05/25/2016 \* End School Year: 2016

**Program Details**

This record only represents a Reclassification  
 Extension of Instruction

Referral Date: 08/17/2015 Reevaluation Date: [ ] [H]  
Classification Date: 08/17/2015 Student Plan Date: 08/18/2015 [H]

\* Program Participation: E English for Speakers of Other Languages

\* PK-12: LY The student is classified as limited English proficient and is

\* Fund Source: E Title III Part A

\* Basis of Entry: A Aural/Oral

\* Basis of Exit 1: H For grades K-2, qualifying exit scores on the English Language

\* Basis of Exit 2: Z Not Applicable

\* Tier Placement: A Tier A

**\*\*Second window displays.**

**Start Date** = Defaults to LY End Date (no update required)

**Program Participation** = Z

**PK-12** = LF

**Fund Source** = Fund Source must be changed to Z. (LF's cannot claim weighted funding.)

Click **Save**.

\* Start Date: 05/25/2016 \* Start School Year: 2016

End Date: [ ] Add an End Date End School Year: 0000

**Program Details**

This record only represents a Reclassification  
 Extension of Instruction

Referral Date: 08/17/2015 Reevaluation Date: [ ] [H]  
Classification Date: 08/17/2015 Student Plan Date: 08/18/2015 [H]

\* Program Participation: Z Not Applicable

\* PK-12: LF The student is being followed up for a two-year period after

\* Fund Source: Z None of the Above

\* Basis of Entry: A Aural/Oral

\* Basis of Exit 1: H For grades K-2, qualifying exit scores on the English Language

\* Basis of Exit 2: Z Not Applicable

\* Tier Placement: Z Not Applicable

# ELL Data Entry Procedure

**LF Start Date** should be the same as **LY End Date**.

Dates of Student ELL Classification											
Start Date ▲	Year	End Date	Year	Years	Prgm	PK-12	Reclass Date	Reclass Exit	Referral Date	Ext Instr	
05/25/2016	2016			0000	0.33	Z	LF			08/17/2015	No
08/17/2015	2016	05/25/2016	2016	0.77	E	LY				08/17/2015	No

Go to **ELL Entry, Exit, and Other Testing Information** and click **Add Score**.

The screenshot shows the 'English Language Learners' interface. At the top, there are fields for 'Total Yrs Participation in ELL Prgm: 0.37', 'Lang Srvcy: 05/30/2013', 'Lang Quest: Yes', and 'Entered US: 08/07/2013'. Below this is a smaller version of the 'Dates of Student ELL Classification' table. The main section is 'ELL Entry, Exit, and Other Testing Information', which includes an 'Add Score' button (highlighted with a red box and arrow), a date field (09/21/2014), and various input fields for Name, Field, Frm, Lvl, Subj, Content, Score Type, Score, Type, and Design.

**Test Date** = Date test was taken.

**Test Name** = Select appropriate test.

*AFE: WIDA ACCESS for ELL's 2.0 (used for English Language Learners: Grades 1-12 ACCESS for ELL's 2.0)*

*AAE: WIDA Alternate ACCESS for ELL's (used for English Language Learners: Grades 1-12 students with Disabilities & on Access Points) Alternate ACCESS for ELL's.*

**Test Field** = Check Test with Multiple Scores so that following data fields can be completed

**Test Form** = Enter Tier A, B, or C.

**Test Level** = Grade Level.

**Entry/Exit/Other** = Exit Assessment

**Designation:** Not Applicable

**Proficiency Level:** Not Applicable.

**Test Subject Content** = Select appropriate code. (*Listening = 14; Speaking = 17; Reading = 10; Writing = 36*)

**Test Score Type** = SS (Scale Score)

**Test Score** = Exit Test Score Scale (ranges from 1.0 - 6.0)

✓ **Test with Multiple Scores** to enter separate test scores.

Click **Save**.

The screenshot shows the 'Special Prgms / ELL' form for Student Name: Yamil Lejandro Lugo-Montealeone. The 'ELL Test Details' section is filled out with the following information:
 

- \* Test Date: 09/21/2016
- \* Test Name: AFE (WIDA ACCESS for ELLs 2.0)
- Test Field:  Listening  Speaking  Reading  Writing
- Test with Multiple Scores
- Test Form: C
- Test Level: 1
- \* Entry/Exit/Other: Exit Assessment
- Designation: (empty)
- Proficiency Level: (empty)

 Below this are sections for 'Listening Score Information', 'Speaking Score Information', and 'Reading Score Information', each with fields for Test Subject Content, Test Score Type, and Test Score. A red arrow points to the 'Save' button at the top right of the form.

# ELL Data Entry Procedure

## MONITORING (LF)

Select the **LF** record and click **Edit**.

**English Language Learners**

Total Yrs Participation in ELL Prgm:  Lang Srvcy:  Lang Quest:

Total Yrs in US School:  Entered US:

**Dates of Student ELL Classification**

Start Date	Year	End Date	Year	Years	Prgm	PK-12	Reclass Date	Reclass Exit	Referral Date	Ext Instr
08/06/2014	2015	03/20/2015	2015	0.62	E	LY			05/30/2014	No
03/20/2015	2015		0000	0.46	Z	LF			05/30/2014	No

Enter **Monitoring Dates** accordingly and **Save**.

### First Report Card

**First Semiannual Review** = Q2/Semester 1 Report Card

**Second Semiannual Review** = Q4/Semester 2 Report Card

**End of Second Year**

**Special Prgms / English Language Learners**

\* Start Date:  \* Start School Year:

Add an End Date End Date:  End School Year:

**Program Details**

This record only represents a Reclassification  
 Extension of Instruction

Referral Date:  Reevaluation Date:

Classification Date:  Student Plan Date:

\* Program Participation:

\* PK-12:

\* Fund Source:

\* Basis of Entry:

\* Basis of Exit 1:

\* Basis of Exit 2:

**Reclassification**

Start Date:  Exit Date:

**Monitoring Dates**

First Report Card:

First Semiannual Review:

Second Semiannual Review:

End of the Second Year:

# ELL Data Entry Procedure

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## RECLASSIFY STUDENT (LF TO LY)

### IMPORTANT

- Students cannot be reclassified until all four monitors have been completed.
- Students must be reclassified within the two-year monitoring period with proper reclassification testing.
- District ELL Program Specialist must be contacted for approval prior to reclassifying a student.

Select the **LF** record and click **Status Change**.

Dates of Student ELL Classification											End Sts
Start Date	Year	End Date	Year	Years	Prgm	PK-12	Reclass Date	Reclass Exit	Referral Date	Ext Instr	Edit
08/06/2014	2015	03/20/2015	2015	0.62	E	LY			05/30/2014	No	Begin-End
03/20/2015	2015		0000	0.46	Z	LF			05/30/2014	No	Status Change
											Delete

Enter **End Date** (defaults to current date) and click **Save**.

Special Prgms / English Language Learners

\* Start Date: 03/20/2015      \* Start School Year: 2015

\* End Date: 09/03/2015      \* End School Year: 2016

Save  
Back

**\*\*Second window displays.**

**Start Date** = Defaults to LF End Date (do not change).

✓ **'This record only represents a Reclassification'**

**Student Plan Date = Start Date**

**Program Participation = E**

**PK-12 = LY**

**Fund Source = E** or **Z** (depending on total years student received services)

**Basis of Entry = L**

**Basis of Exit 1 / Basis of Exit 2 = Z**

Click **Save**.

Special Prgms / English Language Learners

\* Start Date: 08/31/2016      \* Start School Year: 2017

End Date:      End School Year: 0000

Save  
Back

This record only represents a reclassification  
 Extension of Instruction

Referral Date: 08/12/2013      Reevaluation Date:      H

Classification Date: 05/01/2013      Student Plan Date: 08/31/2016      H

\* Program Participation: E      English for Speakers of Other Languages

\* PK-12: LY      The student is classified as limited English proficient and is

\* Fund Source: E      Title III Part A

\* Basis of Entry: L      English Language Learners (ELL/LEP) Committee

\* Basis of Exit 1: Z      Not Applicable

\* Basis of Exit 2: Z      Not Applicable

\* Tier Placement: B      Tier B

# ELL Data Entry Procedure

There will now be **2 LY** records and **1 LF** record displayed.

Dates of Student ELL Classification										
Start Date	Year	End Date	Year	Years	Prgm	PK-12	Reclass Date	Reclass Exit	Referral Date	Ext Instr
08/31/2016	2017		0000	0.06	E	LY	08/31/2016		08/12/2013	No
08/19/2013	2014	05/22/2015	2015	1.76	E	LY			08/12/2013	No
05/22/2015	2015	08/31/2016	2017	1.28	E	LF			08/12/2013	No

Go to **ELL Entry, Exit, and Other Testing Information** and click **Add Score**.

English Language Learners

Total Yrs Participation in ELL Prgm: 0.37 Lang Srvcy: 05/30/2013 Lang Quest: Yes Entered US: 08/07/2013 Edit

Dates of Student ELL Classification										
Start Date	Year	End Date	Year	Years	Prgm	PK-12	Reclass Date	Reclass Exit	Referral Date	Ext Instr
08/06/2014	2015		0000	0.37	E	LY			05/30/2014	No

1 records displayed

**ELL Entry, Exit, and Other Testing Information**

Add Score	Date	Name	Field	Frm	Lvl	Subj Content	Score Type	Score	Type	Design
E	08/07/2014		IPT	L,S	G	18	RS	24	Entry	

**Test Date** = Date test was taken.

**Test Name** = **WPT** (W-APT for **KG** Placement)

**WID** (WIDA Model Assessment for **Grades 1-12**; select WID if from another district)

**Test Field** = Check Test with Multiple Scores so that following data fields can be completed.

**Test Form** = If **WPT**, leave blank; if **WID**, input A or B.

**Test Level** = Input grade level.

**Entry/Exit/Other** = **Entry Assessment**

**Designation:** Leave blank (does not apply to new screeners **WPT** or **WID**).

**Proficiency Level:** Leave blank (does not apply to new screeners **WPT** or **WID**).

**Test Subject Content:** Select appropriate code. (*Listening = 14; Speaking = 17; Reading = 10; Writing = 36*)

**Test Score Type** = **SS** (Scale Score)

**Note:** *When entering KG data during the first half of the year, select "ZZ" on Reading and Writing fields.*

*Only Speaking and Listening are administered to KG students during the first half of KG.*

**Test Score** = **WID** Score Scale ranges from 1.0 - 6.0

**WPT** Scale Score ranges from 0 - 30 (*Listening/Speaking = 0- 5; Reading/Writing = 0-18*)

✓ **Test with Multiple Scores** to enter separate test scores.

Click **Save**.

# ELL Data Entry Procedure

**ELL Test Details**

\* Test Date: 08/10/2016

\* Test Name: WID WIDA Model Assessment

Test Field:  Listening  Speaking  Reading  Writing

Test with Multiple Scores

Test Form: A

Test Level: 2

\* Entry/Exit/Other: Entry Assessment

Designation:

Proficiency Level:

---

**Listening Score Information**

\* Test Subject Content: 14 Listening (Total)

\* Test Score Type: SS Scale Score

\* Test Score: 2.0

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**Speaking Score Information**

\* Test Subject Content: 17 Speaking

\* Test Score Type: SS Scale Score

\* Test Score: 2.5

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**Reading Score Information**

\* Test Subject Content: 10 Reading (Total)

\* Test Score Type: SS Scale Score

\* Test Score: 2.0

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**Writing Score Information**

\* Test Subject Content: 36 Written Expression

## END A RECLASSIFICATION RECORD (LY TO LF)

Select **Reclassification LY** record and click **End Status**.

Start Date	Year	End Date	Year	Years	Prgm	PK-12	Reclass Date	Reclass Exit	Referral Date	Ext Instr
09/03/2015	2016	0000	0.00	E	LY	09/03/2015			05/30/2014	No
08/06/2014	2015	03/20/2015	2015	0.62	E	LY			05/30/2014	No
03/20/2015	2015	09/03/2015	2016	0.46	Z	LF			05/30/2014	No

**End Date** = Enter correct date (defaults to current date).

**Basis of Exit 1 = L** (ELL Committee)

Click **Save**.

**Special Prgms / English Language Learners**

\* Start Date: 08/31/2016 \* Start School Year: 2017

\* End Date: 05/25/2017 \* End School Year: 2017

**Program Details**

This record only represents a Reclassification  
 Extension of Instruction

Referral Date: 08/12/2013 Reevaluation Date: (H)

Classification Date: 05/01/2013 Student Plan Date: 08/31/2016 (H)

\* Program Participation: E English for Speakers of Other Languages

\* PK-12: LY The student is classified as limited English proficient and is

\* Fund Source: E Title III Part A

\* Basis of Entry: L English Language Learners (ELL/LEP) Committee

\* Basis of Exit 1: L English Language Learners (ELL) Committee

\* Basis of Exit 2: Z Not Applicable

\* Tier Placement: B Tier B



# ELL Data Entry Procedure

**\*\*Second window displays (proceed to next page.)**

**Uncheck:** 'This record only represents a Reclassification'.

**Extension of Instruction:** ✓ if student has been ELL more than 3 years.

**Reevaluation Date:** Enter if student has been ELL more than 3 years.

**Program Participation = Z**

**PK 12 = LF**

**Fund Source = Z**

Click **Save**.

There will now be **2 LY** and **2 LF** records displayed.

Dates of Student ELL Classification											
Start Date	Year	End Date	Year	Years	Prgm	PK-12	Reclass Date	Reclass Exit	Referral Date	Ext Instr	
05/25/2016	2016		0000	0.00	Z	LF			05/30/2014	No	
03/20/2015	2015	09/03/2015	2016	0.46	Z	LF			05/30/2014	No	
08/06/2014	2015	03/20/2015	2015	0.62	E	LY			05/30/2014	No	
09/03/2015	2016	05/25/2016	2016	0.73	F	LY	09/03/2015	05/25/2016	05/30/2014	No	

4 records displayed

## **Important:**

Students are monitored for two (2) years before completely exiting ELL. Refer to **MONITORING (LF)** on page 6.

**\*\*Student schedules must be updated to remove ELL courses. Students identified as LF are no longer eligible for ELL funding.**

## **EXIT STUDENT FROM LF TO LZ**

Select the current LF record and click **Status Change**.

**End Date** = Enter correct date (defaults to current date).

# ELL Data Entry Procedure

**Monitoring Dates:** Verify all four monitors have been completed.  
Click **Save**.

The screenshot shows the 'Special Prgms / English Language Learners' form. At the top, there are fields for Start Date (05/25/2016), End Date (05/25/2017), Start School Year (2016), and End School Year (2017). A 'Save' button is visible. Below this is the 'Program Details' section with various dropdown menus and checkboxes. The 'Monitoring Dates' section at the bottom lists: First Report Card (10/12/2015), First Semiannual Review (01/10/2016), and Second Semiannual Review (05/25/2016).

**\*\*Second window displays.**

✓ **Add an End Date**

**End Date:** Enter *the day after* the LZ record Start Date.

**PK-12 = LZ**

Click **Save**.

This screenshot is similar to the first one but shows a different record. The Start Date is 09/15/2017 and the End Date is 09/16/2017. A red arrow points to the 'Save' button. In the 'Program Details' section, the 'PK-12' dropdown is set to 'LZ' and the description reads 'The student is one for whom a two-year follow-up period h...'. The 'Monitoring Dates' section is partially visible.

**Verify** that the **L** Student Indicator is no longer displayed.