

The background of the slide is a composite image. The top-left portion shows a line of yellow school buses, with the word 'SCHOOL BUS' visible on the front of one. The bottom-left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. Several desks and chairs are arranged in the room.

# English Learner (EL) and Immigrant Students Data Collection and Reporting

**Office of Continuous Improvement and Support**  
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# English Learner Data Standards

- [English Learner Data Standards](#) provide detail on entry of EL data in 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
  - Reporting Timelines
  - Reports

# Census Detail – Home Primary Language

Section A of the Data Standard

Path: Census | People | Demographics Tab

- Choose from the languages listed on student's 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.

Person Information

PersonID: 2858927

\*Last Name:  \*First Name:  Middle Name:  Suffix:

\*Gender:  M: Male  Pronouns:

\*Birth Date (Age: 10):

Race/Ethnicity (Edit)

State Race/Ethnicity: 1:Hispanic/Latino

Federal Designation: 1:Hispanic/Latino

Race(s): White

Hispanic/Latino: Y:Yes

Race/Ethnicity Determination: 01:Parent Identified

Birth Country:  2310: United States

Date Entered US School:  Birth Certificate:

Original KY School Entry:

Home Primary Language:  Spanish (1380)

Native American Language:  Select a Value

Nickname:

# 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.
- Districts do not enter ACCESS or Alternate ACCESS scores manually. KDE will populate the scores into Infinite Campus after the verification process.

# 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

The screenshot shows a form titled "Active EL Record" with the following fields:

- \*Program Status**: A dropdown menu.
- Identified Date**: A text input field with a calendar icon.
- Expected Exit Date**: A text input field with a calendar icon.
- Date Determined Misidentified**: A text input field with a calendar icon.
- Program Exit Date**: A text input field.
- Program Exit State**: A dropdown menu.
- Parent Notified**: A text input field with a calendar icon.
- Parent Declined**: A checkbox.
- Parent Declined Date**: A text input field with a calendar icon.
- Interrupted Schooling**: A checkbox.
- Comments**: A large text area at the bottom.

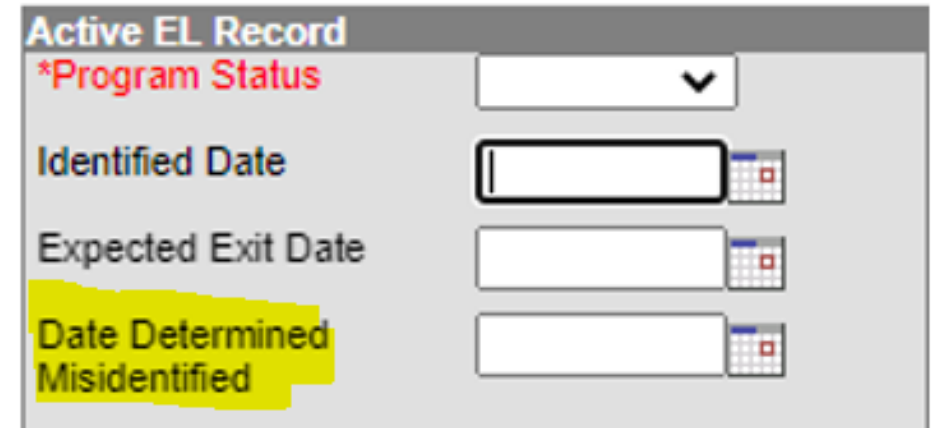
# EL Exited

- If Program Status selection is EL Exited, Program Exit Date will be required, and Program Exit State will populate to Kentucky. Update if student exits EL from another state.
- Program Exit Date must be 6/30 of the year in which student reaches attainment.
- First Year – Fourth Year Monitoring Dates will pre-populate based on the Program Exit Date entry.

# EL Misidentified Date

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 the [Addressing the Misidentification of Students as English Learners](#) document to determine misidentification and guidance on steps to prevent misidentification.



The screenshot shows a form titled "Active EL Record" with the following fields:

- \*Program Status**: A dropdown menu with a downward arrow.
- Identified Date**: A text input field with a calendar icon to its right.
- Expected Exit Date**: A text input field with a calendar icon to its right.
- Date Determined Misidentified**: A text input field with a calendar icon to its right. This field is highlighted with a yellow background.

# EL Services

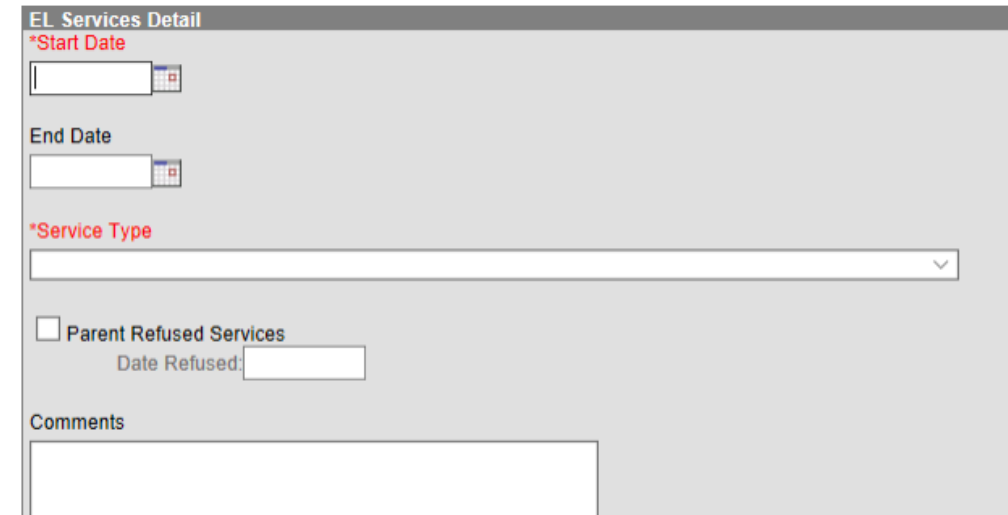
Section D of the Data Standard

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.**



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

- \*Start Date**: A date input field with a calendar icon.
- End Date**: A date input field with a calendar icon.
- \*Service Type**: A dropdown menu.
- Parent Refused Services**: A checkbox with a label.
- Date Refused**: A date input field, visible only if the checkbox is checked.
- Comments**: A text area for entering notes.




# 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 English Learner 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.



The screenshot shows a form titled "EL Accommodations Detail". It contains three main fields: a date picker for "\*Start Date", a date picker for "End Date", and a dropdown menu for "\*Accommodation Type".

# 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

# EL Students Returning or Transferring to KY

## Section F of the Data Standard

- EL students *returning* to Kentucky – Districts should accept ELP scores for any EL students who return to Kentucky from out of state or country to inform student needs after returning. Districts should search the student locator to obtain previous EL records in IC and import and/or update as needed. Do not create new records for these students.
- EL students *transferring* from another state - The HLS must be given, and the appropriate procedures followed based on the languages given by the parent or guardian on the HLS. Districts can utilize ELP scores from other states to inform student needs, however, students enrolling from non-WIDA states must complete the appropriate WIDA screener.

# Exited EL Students Transferring from Another State

## Section F of the Data Standard

- Districts should accept exiting scores from other states (WIDA and non-WIDA).
- An EL Exited record must be created with the Identified Date as the date identified in previous state.
- Enter Program Status of EL Exited and Program Exit Date entered as 6/30 of the year in which student reached attainment in previous state. Update any existing records if previously enrolled in KY.
- Monitoring years will populate based on the exit date.

# 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.

# English Learners Extract

- PATH: KY State Reporting | English Learner Extract
- Districts need to generate the *English Learners* extract in Infinite Campus (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*

# QA English Learners Report

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

- Access must be granted by Kentucky Student Information System (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.

# EL Reporting Timelines

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 (Support Education Excellence in Kentucky) and final Title III allocations
- Data reported publicly on School Report Card
- Districts will need to complete the *Intent to Participate* in GMAP (Grant Management Application and Planning) in the spring (due date sent annually) to determine the Title III districts and consortiums for the upcoming school year.



# Immigrant Data Standards

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

# Identifying an Immigrant Student - Demographics

Section A of the Data Standard

Path: Census | People | Demographics

- Date Entered U.S. School – to be considered immigrant, student has not been attending one or more U.S. schools more than three full academic years.
- Home Primary Language – required for federal reporting of Immigrant students.

The screenshot shows a data entry form with the following fields:

- Birth Country:** A dropdown menu with the text "Select a Value" and a downward arrow.
- Date Entered US School:** A date input field with a calendar icon.
- Home Primary Language:** A dropdown menu with the text "Select a Value" and a downward arrow.
- Native American Language:** A dropdown menu with the text "Select a Value" and a downward arrow.

# Identifying an Immigrant Student - Enrollment Tab

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

# 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

# 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 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.

# Reporting Timeline

- **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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Kentucky Department of  
**E D U C A T I O N**

# Resources

- [English Learners Data Standard](#)
- [District Guide for the English Learners Program](#)
- [Home Language Survey Template](#)
- [WIDA Screener Interpretive Guide for Score Reports](#)
- [Immigrant Data Standard](#)