

The background of the slide is a composite image. The top left portion shows two yellow school buses, with the one in front labeled 'SCHOOL BUS' and the number '32'. The bottom left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small desks and chairs arranged in the room.

# English Learners (EL) & Immigrant Student Data and Reporting

## Office of Continuous Improvement and Support

Ask questions and interact with presenters through Microsoft Teams Q&A

# English Learner Data Standards

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

# Census Detail – Home Primary Language

## Section A of the Data Standard

### Search Tool: Demographics

- Choose from the **Home Primary Language** listed on student's Home Language Survey (HLS).
  - HLS should only be given upon a student's **initial** enrollment in a KY public school.
- This list is populated by KDE based on federal reporting allowable languages.
- For EL students, 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:

No Image

# EL Screener and Assessment Details

## Section B of the Data Standard

### Search Tool: Assessment

- Districts must enter student's EL screener details.
  - Screener should be administered to determine student's initial identification of EL.
  - Districts must enter screener detail into the IC student assessment tab
- Districts do not enter ACCESS for ELLs or WIDA Alternate ACCESS scores manually. KDE populates the scores into IC after the verification process.
- Test details are viewable via Student Assessments tab and the EL Assessments tab

# Program Status Detail

## Section C of the Data Standard

### Search Tool: English Learners or EL

- Before creating new records for EL students, search student locator to locate any previous state enrollments.
  - If previous records exist, import through Records Transfer instead of creating new records.
- Select **Program Status** from drop list
- Enter **Identified Date** – date screener provided
- Enter **Expected Exit Date** – should be 5 years from identified date
  - Students who do not exit within 5 years should be evaluated for possible intervention.

The screenshot shows a web form titled "Active EL Record". It contains 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.
- Program Exit Date**: A text input field.
- Program Exit State**: A dropdown menu with a downward arrow.
- Parent Notified**: A text input field with a calendar icon to its right.
- Parent Declined**: A checkbox.
- Parent Declined Date**: A text input field with a calendar icon to its right.
- Interrupted Schooling**: A checkbox.
- Comments**: A large text area at the bottom with a small icon in the bottom right corner.



# Parent Declined Services

- Office of Civil Rights (OCR) requires EL services to be provided regardless of parent refusal.
- Students must be provided at least one active EL Service and Instructional Accommodation
- And must participate in ACCESS testing until reaching attainment.
- The district should make these selections based on the PSP and student needs.

Reference section G of the [OCR Dear Colleague Letter – English Learner Students and Parents](#)

# Interrupted Schooling

- Select if EL student in grades K-12 experienced disruptions in education in their native country and/or the United States.
- Missing school for a continuous month or more due to withdrawal or absence
- Evidence options:
  - Attendance history
  - Enrollment history
  - Lack of transcripts or grades

# 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 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.



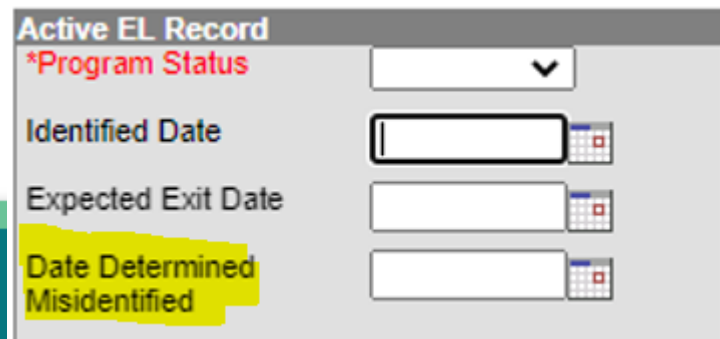
# EL Exit Criteria

- Grades 1-12:
  - 4.5 or higher overall composite on Tier B/C ACCESS for ELLs
- Kindergarten
  - 4.5 or higher overall composite on WIDA Kindergarten ACCESS
- WIDA Alternate ACCESS
  - P2

# EL Misidentified Date

- IF student is determined as misidentified, the **Program Status** must be changed to *Not EL* and the **Date Determined Misidentified** should be entered.
- Update Home Primary Language to English
- End date all EL services and accommodations
- Misidentification should be rare and is a local district decision.

Reference [Addressing the Misidentification of Students as English Learners](#)



Active EL Record

*Program Status	<input type="text"/>
Identified Date	<input type="text"/>
Expected Exit Date	<input type="text"/>
Date Determined Misidentified	<input type="text"/>

# EL Services

## Section D of the Data Standard

### Search Tool: 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.
- Services should not be end dated each year or when withdrawing from the district.
- End date services if a student exits EL or the student no longer needs the service based on an update to the student's program services plan (PSP).
- If student exits EL, the services should be end dated 6/30 of attainment year.

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

# EL Accommodations

Section E of the Data Standard

Search Tool: EL Accommodations

- The EL Accommodations tab is used to track and manage Instructional, and Assessment Accommodations provided to a student while participating in the EL program
- Accommodations should not be end dated each year or when withdrawing from the district.
- End date accommodations if a student exits EL Program Status or the student no longer needs the service based on an update to the student's program services plan (PSP).
- If student exits EL, the accommodations should be end dated 6/30 of attainment year.

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

# Student Records Transfer (SRT)

Section F of the Data Standard

Tool Search: Records Transfer

Ensure all items below are imported during the SRT process.

## Transfer Documents:

- English Learner (EL)
- EL Services
- EL Accommodations

## Data Imports:

- Extended Census Import Wizard
  - Student Home Primary Language history
- Assessment Import Wizard
  - Student screener and prior ACCESS scores
- English Learners Import Wizard
  - Student EL record history

### Transfer Documents

Transcript	Report Card-Progress
Census Contact Summary	IEP
Extended Census Summary	Special Ed Evaluation
Enrollment History	IEP Documents
Schedule	PLP
Attendance Period Detail	PLP Documents
Assessment Summary	ILPA
Behavior Summary	ILPA Documents
EL Document	English Learners (EL)
Gifted & Talented Documents	EL Services
Health Condition Summary	EL Accommodations
Health Screening Summary	Adult Ed
Health Immunization Summary	Early Learning
Homeless Summary	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 Student Transfer Guidance

- **Initial** enrollment in a KY public school
  - HLS must be given, and appropriate procedures followed based on the languages provided by the parent or guardian
- **Transfer** from another KY public school district
  - Do not create a new EL record instead import records from previous district via *Records Transfer*.
- **Returning** to Kentucky
  - Accept ELP data for returning students from another state to inform student needs.
  - Search student locator to import previous EL records
  - Do not create new records for these students

# EL Records from Other States

## Section F of the Data Standard

- If student not previously enrolled in KY, HSL must be given and appropriate procedures followed based on languages listed.
- Districts can utilize scores from other states to inform student needs; however, students enrolling from a non-WIDA state must complete the appropriate WIDA screener.
- Districts should accept exiting scores from other states (WIDA and non-WIDA).
  - 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.

# 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.
- The public-School Report Card disaggregates assessment and accountability by EL and EL Monitored student groups.



# English Learners Extract

## Search Tool: English Learner Extract

- Access must be granted by Kentucky Student Information System (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*
- Extract and review data to ensure all students served are included.

# QA English Learners Report

## Search Tool: 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.
  - most recent ACCESS for current EL and most recent KSA for EL monitored students
  - other student group inclusion
  - EL services provided

# EL Reporting Timelines

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

- Oct. 1 for federal reporting
- 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: KDE extracts data for -
  - SEEK adjustment
  - Final Title III allocations
  - Federal reporting
- Districts will need to complete the *Intent to Participate* in GMAP in the Spring (due date sent annually) to determine the Title III districts and consortiums for the upcoming school year.

# Allocations

- Funding is based on the population of English Learners in schools served by the eligible entity during the previous school year.
- Awards are determined using the state allocation and the population of English Learners in schools served by all eligible entities in the State.
- SEEK adjustment is determined based on the % Enrolled data in the English Learner extract.

# Immigrant Data Standards

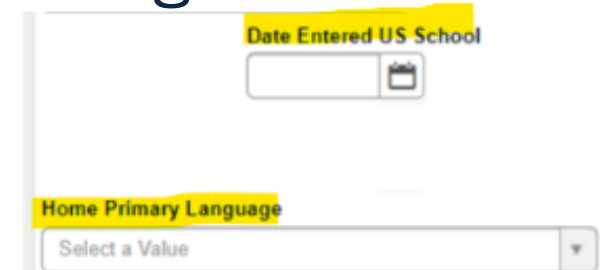
- [Immigrant Data Standards](#) provide detail on entry of Immigrant data in IC.
  - Census detail – *Date Entered US School; Home Primary Language*
  - Enrollment tab – *Immigrant* checkbox
  - Reporting Timeline

# Identifying an Immigrant Student - Demographics

Section A of the Data Standard

Search Tool: 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.



The screenshot shows a portion of a web-based search tool. It features two input fields. The first field is labeled 'Date Entered US School' and contains a date picker interface with a calendar icon. The second field is labeled 'Home Primary Language' and is 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

Search Tool: Enrollments | State Reporting Fields

- *Immigrant* indicator must be selected in academic year to be considered for immigrant reporting.

### State Reporting Fields

**State Exclude**

☐

☐ Immigrant ☐ Refugee

# Immigrant Considerations

- When a student has been enrolled in a U.S. school for 3 years, they are no longer considered immigrant.
- If the student left the U.S., later returned, and has not been in a U.S. school for 3 years
  - documentation must be kept in the student record for verification
  - Update the **Date Entered US School** to reflect the return date
- The immigrant indicator must be deselected on the student's current enrollment if the **Date Entered US School** is greater than three years as of October 1st of the reporting year.



# Title III Immigrant Report

## Search Tool: 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.