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

eSchool

☐ ALL Districts submit ESOL Coordinator name and contact information in eFinance (see p. 33-34 of SIS Manual).

☐ Title III districts submit Title III Federal Grant Coordinator name and contact information in efinance (see p. 33-34 of SIS Manual)

☐ ALL Students complete a Home Language Usage Survey upon initial enrollment

☐ Students with any answer other than "English" are screened for LMS status

- 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,
        2. File HLUS with documentation in student's cumulative file
        3. Enter "EN" as "Home Language" in eSchool on student summary page under registration.

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

No further screening needed.

➢ For ALL true Language Minority Students:

1. File HLUS in student's cumulative file

2. Enter the language other than English from Home Language Usage Survey as "Home Language" in eSchool on student summary page under District Registration.

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

No further screening needed.

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

"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 a HLUS in student's cumulative file.

☐ Screen true LMS using approved state English proficiency screener 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".

◢ **Programs**   🖫 🔍 ☰

Actions	Program	Value	Start Date
◢ **ELL Entry/Exit**			
	ELL Entry/Exit	☐	

1. LMS must have a "**Start Date**". This is the date the student entered a U.S. school for the first time, regardless if the entry was in Arkansas or another state.
2. LMS students who are NOT proficient in English as determined by the screener 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 Former English Learner status are exited from the ESL/ESOL Program and no longer may receive services. The "**End Date**" is the date the

Language Placement and Assessment Committee determines the LMS student should be classified as Former English Learner.
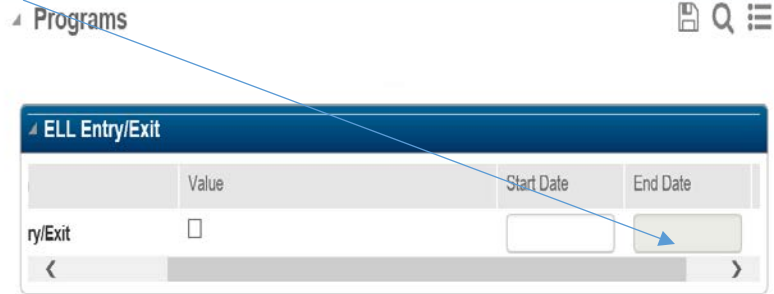
CORRECT English Learner indicated	NOT correct English Learner indicated (no check in value box)

Monitored Former English Learner Students

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

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*
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 M1, M2, M3, or M4.

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

☐ 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 or a start date and end date.
- 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.*

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

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.

Data Entry for Title III Participation/Eligibility:

☐ If district is a Title III district and student is eligible for participating in Title III services, mark "Y" (check) in the Title III field on the SIS/Misc Items page.