



# Technology Services

Creighton School District

## **LEP Maintenance Manual School Year 2008-2009**

# STUDENT ACCOUNTABILITY INFORMATION SYSTEM (SAIS) English Language Learner Basic Concepts

## Who qualifies as an ELL student?

- A student with a primary home language other than English (PHLOTE), and having an AZELLA total composite score of less than proficient.

**SAIS** designed two transactions for the language subject area:

- The **Student ELL Assessment** transaction is designed to capture data concerning assessments administered to a student in order to identify a language need, and is also used to identify a student whose language progress is being monitored after achieving FEP status. **(The ASSESSMENT transaction will be completed by PEARSON to SAIS)**
- The **Language Program Participation** transaction is designed to capture data concerning entry to/exit from a language program in which the student participates.

## SAIS Related ELL Student Assessment Rules for FY 2009 – Document Number 25 August 2008

This document describes rules used in SAIS to validate student participation in English Language Learner programs.

Please note that the ADE Office of English Language Acquisition Services (OELAS) issues additional regulations relating to student assessment.

### New Rules:

1. Each student in a language program must have a record of an assessment administered within the current or past fiscal year in SAIS. The assessment date must be on or prior to the student's language program participation start date for the current school year.
2. The assessment administered on or prior to a student's language program participation start date must demonstrate that the student is in need of language program assistance. (Overall Assessment Result = *ELL*, or *ELL after Reclassification*)
3. The date submitted for each sub-portion of the assessment must be the date the sub-portion of the assessment was administered.
4. The date submitted for each sub-portion of the assessment must be within the fiscal year identified in the header of the SAIS submission file. (See rule 6 for additional details.)
5. Assessments may be administered on non-school days.
6. Results for assessments administered in Fiscal Year 2009 may only be submitted by Pearson Educational Measurement, the third party that publishes AZELLA and finalizes assessment scoring. (Should it be necessary to submit results for assessments administered prior to Fiscal Year 2009, the results must be submitted by the LEA that administered the assessment through the use of SAIS Transaction 12 – "Student Assessment," within a file designated for that fiscal year.)
7. Up to three assessments will be allowed to be recorded in SAIS per student per fiscal year for any individual district or charter holder.

8. Students who have not reached 5 years of age by January 1 are ineligible for placement in an ELL program, and therefore, should not take a language assessment.
9. All students at all grade levels who are subject to taking the language assessment are required to attempt each sub-portion of the assessment and generate scores for each sub-portion accordingly.
10. SAIS will issue an Integrity warning when a student has a record of an Overall Assessment Result of Reclassified FEP indicating that the student should be withdrawn from the ELL program before the end of the school year.

#### Applicable SAIS rules related to assessment:

1. Each student in a language program must have a record of an assessment administered within the current or past fiscal year in SAIS. The assessment date must be on or prior to the student's language program participation start date for the current school year.
2. The assessment administered on or prior to a student's language program participation start date must demonstrate that the student is in need of language program assistance.

(Overall Assessment Result = *ELL*, or *ELL after Reclassification*)

#### SAIS Language Program Participation Rules:

- Each student participating in a language program must have an assessment the most recent of which demonstrates that the student is in need of language program assistance.
- ~~A student should be classified as a New ELL in Arizona only one time. The Language Program Participation Status identifies whether the student is continuing in a language program from the prior enrollment years or is a new ELL student for the very first time in Arizona.~~
- Language program participation must be reported for each student that qualifies as ELL every school year.
- The Language Program Entry Date cannot precede the assessment date for a new ELL student. The entry date for a continuing ELL student is the same as the student's enrollment date.
- The Language Program Exit date must have a Language Program Exit Reason.

#### How is ELL State Funding Generated?

- An average is calculated from students participating in a Language Program reported to SAIS on October 1<sup>st</sup>, December 15<sup>th</sup>, and February 1<sup>st</sup>.

#### When is the Assessment and Need reported to the SAIS?

Transaction 12 – Assessment is disabled and will be submitted by Pearson or the vendor for the State Mandated English Proficiency Test.

Assessment Results will be determined by SAIS based on the assessment score submitted. State Law mandates that a school must transmit to the Arizona Department of Education every 20 days.

#### What Changes are in place for the 2008-2009 school year?

- Starting in the 2008-9 year, AZELLA assessment results will be directly transmitted to SAIS from Pearson.
- At the district level, the assessments will be uploaded directly onto the AS/400 via a custom program.
- Welcome Center personnel will only be required to enter an LEP Need Record for students who did not attend the Creighton School District within the past two years. The instructions for this procedure begin on page 4, under the “English Language Learner Program”.
- The Welcome Center personnel will need to make edits to errors in the uploaded file. The instruction for this are provided starting on page 13, in the section entitled “AZELLA Upload Program”.

# ENGLISH LANGUAGE LEARNER PROGRAM **within the** **AS400**

## **MENU AZS020: ENGLISH LANG LEARNER MENU**

1. Student ELL Assessment Record . . . . . AZS.402
2. ELL Student Need . . . . . AZS.401
3. Lookup Student LEP Assessment History Records. . . AZS.411
4. Basic Student Information . . . . . STU.301L

**90. Signoff**

**Option or Menu Item** \_\_\_\_\_

- Choose Option “1” to input an AZELLA assessment or to look up a SELP assessment from previous years.
- Choose Option “2” to input a Language Participation (Need) for a student.
- Choose Option “3” to look up IPT Assessments from previous years.
- Choose Option “4” to look up a student’s SAIS Id, enrollment date, and family information.
- Choose Option “90” to Sign off from the English Lang Learner Program



**Index to find a student id number:**



Type "I" and tab to the Index field.  
 Type "2" and type the student's Last name. Enter  
 Type "X" in front of the student's name. Enter

```

I LEP Records for Student Number: _____
Add
Change
Delete
Lookup
Index ←→ Index: 2
End          1 = LEP Need Students
              2 = All Students Last      WHITE
              First _____
    
```

The screen below is the result of the index search. Select a student by placing "X" in front of the student's name, and Enter.

"X"	Last Name	First	Other	Birthday	Phone	Sch	Cl	Number
<b>X</b>	WHITE	AMBER		8/18/88	518-6730	150	08	39612
—	WHITE	ASHLEE		7/29/85	279-9946		02	5046
—	WHITE	ASHLEY		5/04/83	277-1955		04	10248
—	WHITE	ASHLEY		2/10/92	275-4311		06	21399

The student id number will automatically be inserted in the Student Number field on the first screen on this page. You are now ready to proceed with adding an ELL Student Need.

**Add an ELL Student Need :**

```

A LEP Records for Student Number 000039613
Add
Change
Delete
Lookup
Index          Index: 1
End              1 = LEP Need Students
                  2 = All Students Last WHITE
                  First
    
```



Type "A" to input a need for New ELL student. Tab to the Student Number field and input the student id, Enter.

On the screen below, type "A" on the line next to the word TOP, and Enter. When an ELL student re-enrolls or enrolls from a sister school, a new Need must be added using the re-enrollment or enrollment date as the Need Entry Date.

```

Student: 000039613 AMBER L. WHITE          FEMALE
District: 070414 CSD  School: 150  Class: 08      Birth Date: 8/18/88
Primary Language: 01  Ethnic: H          Initial Entry Date:

CMD      Dis  Sch  Code  Entry Date  Program  Exit Date  Exit Reason  Lang Stat
A TOP

LOCATE   Valid Commands: A C D L E = Add, Change, Delete, Look, End
    
```

**ADD an ELL Need continued:**

Everything in bold on the below screen is a SAIS mandated field. Use the instructions and tables listed below to input the correct codes and date formats.

Line.....	1
Student No:	3875 DULCE HERNANDEZ MALE
District: 070414 CSD	School: 190 Class: 05 Birth Date: 10/14/93
Primary Language: 01	Ethnic: H Initial Entry Date: 8/28/02
Need: LEPS	LEP District: CSD LEP School: 190
<b>Entry Date:</b>	8/12/02 <b>Program Code:</b> B2
<b>Exit Date:</b>	<b>Exit Reason:</b>
<b>Language Participation Status:</b>	N N=New, C=Continuing blank=Do not send to state
Waivers Requested:	
LEP:	
Date of Special ED Placement:	_____

- Initial Entry Date: Date of Initial Assessment (MMDDYY), a student should only be classified as a New ELL in Arizona one time.

**Entry Date:** Program Entry Date (MMDDYY), use the enrollment date for a continuing ELL, use the assessment date for New ELL. The Entry Date must be within the current school calendar.

**Program Codes:**

Code	Description
<b>A</b>	Structured or Sheltered English Immersion (SEI)
<b>B1</b>	Bilingual with Waiver 1
<b>B2</b>	Bilingual with Waiver 2
<b>B3</b>	Bilingual with Waiver 3
<b>I</b>	<b>Individual Language Learner Plan</b>

- An ELL student without a waiver will be placed in a Structured English Immersion Program.
- Waiver B1: is a student under 10 years of age with a working knowledge of English is defined as an IPT level: Grades KG =Level B, Grades 1 & 2 = Level C, Grades 3 & 4 = Level D
- Waiver B2: Any student 10 years or older, regardless of IPT level.

- Waiver B3: A student placed in Structured English Immersion for 30 days, and the guardian petitions a waiver on basis of special needs.
- I: Individual Language Learner Plan (ILLP) – students will be placed in mainstream due to less than 20 EL students in a grade level band with an ILLP to monitor their progress.

**ADD an ELL Need continued:**

**Language Participation Status:**

Code	Description
ELL	Participating in the ELD Program
<del>C</del>	<del>Continuing = ELL from previous years</del>
<del>N</del>	<del>New = Not continuing from previous year</del>

- ~~“N” code must have an Initial Assessment within 30 days of school enrollment date. Any initial assessment must have a date within the fiscal school year.~~
- ~~“C” code requires one re-assessment per school year, and the most recent assessment must indicate the student to be ELL.~~

**Exit Date:** The Exit Date must not exceed the student’s withdrawal date and must be within the current school calendar using the MMDDYY format. When a student withdraws from school, an Exit Date and Exit Reason is automatically inserted. An Exit Date must have an Exit Reason.

**Exit Reasons:**

Code	Exit Reason
1	Reclassified as FEP by Reassessment
2	Withdrawn from school
3	Withdrawn by parent request
4	Program Ended
5	Transferred to different program
7	Reclassified due to IEP Team decision

- Waivers Requested: Input 1, 2, or 3 for the parent waiver that is requested, regardless if the student was not placed in the requested program.
- LEP: Input the District’s ELL Program Code of program placement:

Code	Description
D	Dual
<del>L</del>	<del>Language Support</del>
EI	English Immersion
I	ILLP

- Date of Special ED Placement: If the ELL student is also in a Special Education Program, input the student's IEP Date.

***Don't forget to Enter after inputting!***

**ADD an ELL Need Continued:**



This is what your screen will look like after you have inputted all codes correctly.

Student: 000009512 OMAR C. BARBA				MALE					
District: CSD		School: 180		Class: 08		Birth Date: 8/16/85			
Primary Language: 01		Ethnic: H		Initial Entry Date: 5/31/00					
CMD	Dis	Sch	Code	Entry Date	Program	Exit Date	Exit Reason	Lang	Status
<u>E</u>	TOP								
1	CSD	180	LEPS	7/31/02	A			C	
LOCATE		Valid Commands: A C D L E = Add, Change, Delete, Look, End							

Type "E" and Enter to return to the ELL Student Need Screen.  
Type "E" and Enter to return to the ENGLISH LANG Learner Menu

**Change or Delete an ELL Need:**

```

C    LEP Records for Student Number  000039613
-----
Add
Change
Delete
Lookup
Index          Index: 1
End              1 = LEP Need Students
                  2 = All Students Last  WHITE
                  First
  
```



Use the Change “C” command for a continuing ELL student. The “C” command is used to change a program code or the participation status. **You cannot change an Entry Date for an existing Need\*.**

Student: 000039613 AMBER L. WHITE FEMALE  
 District: 070414 CSD School: 150 Class: 08 Birth Date: 8/18/88  
 Primary Language: 01 Ethnic: H Initial Entry Date:

CMD	Dis	Sch	Code	Entry Date	Program	Exit Date	Exit Reason	Lang Stat
TOP								
<u>C</u>	1	CSD	180	LEPS	7/31/02	A		C

**\*To change an Entry Date or Delete the Need, type “D” and Enter. Answer “Y” to the “OK to Delete” question on the ELL Student Need Screen. To add the correct Entry Date, type “A” on the line in front of the word TOP and re-add the entire Need.**

### Student ELL Record Assessment (Option 1)

<u>A</u>	LEP Assessment Records for Student Number: <u>000039613</u>
↑	
Add	
Change	
Delete	
Lookup	
Index	Index: <u>1</u>
End	1 = LEP Assessment Students
	2 = All Students Last _____
	First _____



Use the “A” command to add a new assessment. **SAIS** requires a Total Social, Reading, Total Writing, and Total Composite Scaled Scores, along with the Proficiency Level in each of the subject areas. Also, the assessment result should be reported.

Student: 000039613 AMBER L. WHITE	FEMALE
District: 070414 CSD School: 150 Class: 08	Birth Date: 8/18/85
Primary Language: 01 Ethnic: H	
CMD	Assessment Program District School Grade Year
<u>A</u>	TOP

LOCATE Valid Commands: A C D L E = Add, Change, Delete, Look, End

Are these instructions necessary?

**ADD an Assessment continued:**

Everything in bold on the below screen is a SAIS mandated field. Use the instructions and tables listed below to input the correct codes and date formats.

Line: 1 Student: 2874 DULCE HERNANDEZ HL: 01 FEMALE  
 District: CSD School: 120 Class: 07 SAIS: 10308684 DOB: 9/14/91

<b>Assessment</b>	OtherDst	Program	District	CSD	School	120	Grade	07	<b>Year</b>	2007			
ARIZONA LANGUAGE ASSESSMENT										AIMS DPA/TERRA NOVA			
	RS	SS	PL						PL	SS	NS	NP	NCE
Listening	000	000							Reading	000	00	00	00
Speaking	000	000							Writing	000	00	00	00
<b>*Total Social</b>	000	<b>000</b>	<b>P</b>						Math	000	00	00	00
<b>*Reading</b>	000	<b>000</b>	<b>P</b>						Other	000	00	00	00
Writing Conv	000	000							<b>Follow-up Year:</b>				
Writing	000	000											
<b>*Total Writing</b>	000	<b>000</b>	<b>P</b>	Assessor:									
<b>*Total Composite</b>	000	<b>000</b>	<b>P</b>	<b>Assessment Date:</b>	4/27/05								
Comp Ed:	Small Group	Instruct:	Extended Day:	WICP:									
Intersession:	After Sch:	Before Sch:	Summer Sch:										
Level	Score	Date	Test										
Native Oral:													
Native Reading:													
Native Writing:													

**Assessment:**

Indicate the result of the assessment using the codes listed below.

- A student with an Initial Fluent English Proficient or Dual Program assessment result should not have an ELL Student Need.
- An assessment result of “**D**” is not reported to SAIS. This is an internal code that our District uses to track a Dual Program participant’s progress.
- Do not change the Program Code if the assessment result is “**R**”. Remember to input an Exit Date and an Exit Reason for the ELL Student Need when the assessment result is “**R**”.

Code	Description
N	New English Language Learner
C	Continuing ELL = ELL from previous year within District
ELL	Student's Overall Proficiency Level is Pre-Emergent, Emergent, Basic or Intermediate. Student either has no previous assessment record or Student's most recent assessment record in SAIS (from any educational entity) shows the student as having been ELL.
R	Student's Overall Proficiency Level is Proficient Student's most recent assessment record in SAIS (from any educational entity) shows the student as having been ELL or ELLAR.
I	Student's Overall Proficiency Level is Proficient. Student has no previous assessment record in SAIS (from any educational entity).
D	Dual Program ( <b>Code not reported to State</b> ) = PHLOTE students that are not ELL or students with a Home Language of English who are in the Dual Program.
F	Student's Overall Proficiency Level is Proficient. Student's most recent assessment record in SAIS (from any educational entity) shows the student as having been Reclassified FEP or Continuing FEP.
ELLAR	Student's Overall Proficiency Level is Pre-Emergent, Emergent, Basic or Intermediate. Student's most recent assessment record in SAIS (from any educational entity) shows the student as having been Reclassified FEP, Continuing FEP or ELLAR.

- ~~The assessment result code of "F" for Continuing FEP must use a scaled score of "999" to flag the student as having exited the ELL program.~~

## ADD an Assessment continued:

### OtherDst:

Input "Y" if you have an assessment that was given by another school district and the assessment has been reported to SAIS. This assessment will not be submitted to SAIS again.

### Program:

Input the District Program Code the ELL student is a participating in. These codes are not reported to SAIS.

Students having an Initial Fluent English Proficient assessment result cannot participate in the Language Support or English Immersion Programs.

Code	Description
D	Dual
L	Language Support
EI	English Immersion
I	ILLP ( Squaw Peak)

**Year:**

Input the School Year of the assessment (For example: school year 2006-2007, enter 2007). You may input a previous year assessment as long as an “Y” is inputted in the OtherDst field, and the Year is inputted as the previous fiscal school year.

**Assessment Scaled Scores and Proficiency Level:**

Subject areas with an asterisk are SAIS required and are to be reported with the proficiency levels:

- Total Social, Reading, Total Writing, and Total Composite must have a scaled score value of 100 – 999.
- Continuing FEP, with an assessment result of “F” must use the scaled score the student scored in the AS400.

**Assessment Date:**

The date must be within the current fiscal school year, using a MMDDYY format. However, you may input a date from the previous fiscal school year, if an “Y” is inputted in the OtherDst field and the Year is also in the previous fiscal school year.

**Assessor:** Type the name of the person who administered the assessment. This is required for State Monitoring.

**Follow Up Year:**

Enter “1” for the first year follow up assessment, or “2” for the second year follow up assessment. A follow up assessment should have an assessment result code of “F” and scaled scores of “999” with proficiency levels per each subject area of “P”. Students with an assessment result code of “R” at the end of the school fiscal year

**Special Ed Modified Program:** Enter “Y” if an ELL student is in a Special Ed Modified ELL program.

*After you enter an assessment, don't forget to Enter and type “E” on the line next to the word TOP and Enter!*

## ELL CODING SHEET

### LEP NEED (Option 2):

#### Program Code:

<b>A</b>	Structured or Sheltered English Immersion (SEI)
<b>B1</b>	Bilingual with Waiver 1
<b>B2</b>	Bilingual with Waiver 2
<b>B3</b>	Bilingual with Waiver 3
<b>I</b>	Individual Language Learner Plan

#### Language Participation Status:

<b>C</b>	Continuing = LEP previous year within District
<b>N</b>	New = Not continuing LEP from prior year
<b>ELL</b>	ELL Participant

#### Exit Reason:

<b>1</b>	Reclassified as FEP by Reassessment
<b>2</b>	Withdrawn from school
<b>3</b>	Withdrawn by parent request
<b>4</b>	Program Ended
<b>5</b>	Transferred to different program
<b>7</b>	Reclassified due to IEP Team decision

#### LEP: District ELL Language Programs (Codes are not reported to State):

<b>D</b>	Dual
<b>L</b>	Language Support
<b>EL</b>	English Immersion
<b>I</b>	Individual Language Learner Plan
<b>IM</b>	Intermediate in Mainstream due to proficiency on AIMS or DIBELS

### LEP ASSESSMENT (Option 1):

#### Assessment:

<b>N</b>	New English Language Learner
<b>C</b>	Continuing ELL = ELL from previous year within District
<b>ELL</b>	Student's Overall Proficiency Level is Pre-Emergent, Emergent, Basic or Intermediate. Student either has no previous assessment record or Student's most recent assessment record in SAIS (from any educational entity) shows the student as having been ELL.
<b>R</b>	Student's Overall Proficiency Level is Proficient Student's most recent assessment record in SAIS (from any educational entity) shows the student as having been ELL or ELLAR.
<b>I</b>	Student's Overall Proficiency Level is Proficient. Student has no previous assessment record in SAIS (from any educational entity).

<b>D</b>	Dual Program ( <b>Code not reported to State</b> ) = PHLOTE students that are not ELL or students with a Home Language of English who are in the Dual Program.
<b>F</b>	Student's Overall Proficiency Level is Proficient. Student's most recent assessment record in SAIS (from any educational entity) shows the student as having been Reclassified FEP or Continuing FEP.
<b>ELLAR</b>	Student's Overall Proficiency Level is Pre-Emergent, Emergent, Basic or Intermediate. Student's most recent assessment record in SAIS (from any educational entity) shows the student as having been Reclassified FEP, Continuing FEP or ELLAR.

**Program: District's Programs (Codes are not reported to the State)**

<b>D</b>	Dual Language
<del><b>L</b></del>	<del>Language Support</del>
<b>I</b>	English Immersion
<b>M</b>	Mainstream – Follow up assessments of FEP no longer in a D or L Program. Program cannot be Immersion for a student reclassified as FEP.
<b>ILLP</b>	Non proficient not in an ELD classroom: Squaw Peak ELD students and AZELLA 4's in MS due to Proficiency on AIMS and DIBELS