**Oregon Department of Education**

**ESEA Title III: English Learner Data Collection**

**2019-20**

**Frequently Asked Questions**

**Updated 5/5/2020**

**Updated for SE (State of Emergency Code) and ELPA Summative participation codes for 19-20**

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**What Timeline Is Reported?**

***Q: What school year is being collected in the ESEA Title III: EL Data Collection?***

A: The current school year of 2019-20.

***Q: Is this collection a true “as of” collection (i.e., a snapshot in time), or does it cover a period of time?***

A: The **Fall 2019-20 EL Collection** is a “as of” collection – the as of date is October 1, 2018.

The **Spring 2019-20 EL Collection** is gathered by the district from the schools over the course of the entire 2019-20 school year. This is not a “snapshot collection” because there is no “as of” date. This collection is used for accountability reports and Title III allocations.

Please submit a student record for each EL student who has been enrolled in the district anytime during the 2019-20 school year to the Spring Collection.

**What resources are available?**

***Q:******Where can I get information online regarding submission of 2019-20 data?***

A: All documentation for the *ESEA Title III: EL Data Collection* will be available in the documentation section for this collection on the Schedule of Due Dates on the district web page. As soon as documentation is available, it will be posted there. The district web page is located at [ODE District Secure web page](https://district.ode.state.or.us/)

The data owner has an email address and phone number listed on the Schedule of Due Dates (linked from the district web page above).

Training presentations are posted to the Title III [Meetings and Events](http://www.oregon.gov/ode/schools-and-districts/grants/ESEA/EL/Pages/Directors.aspx) web page, and the [EL data collection](http://www.oregon.gov/ode/schools-and-districts/grants/ESEA/EL/Pages/Data-Collections.aspx) web page.

**Which records are reported?**

***Q: Which student records should be reported?***

A: The following groups of EL are submitted to the collection:

* Current ELs -- All students identified as an EL are reported, including EL students attending charter schools and alternative program(s).
	+ Record Types (1-A, 1-B, 1-C, 1-D, 1-E, 4-N, 4-O, and 4-P)
* All students found ineligible to receive services on the intake assessment during the 2019-20 school year.
	+ Record type – 3-H
* All students who have a disability and the screener could not be made accessible to determine EL status
	+ Record type – 2-J (Potential EL)
* Monitored ELs -- students who exited as proficient in 2015-16, 2016-17, 2017-18, or 2018-19
	+ Record type – 5-M
* Former ELs -- students who exited prior to 2015-16
	+ Record type 5-F
* **State of Emergency - Student enrolled during a State of Emergency when identification of EL Status is not feasible**
	+ **Record type SE**

All students identified as ELs must take the **ELPA Summative** this year. This group includes students served in the ELD program, **AND** students identified as EL whose parents waived services (EL Record Type Code 4-N, 4-O, 4-P).

The most recent guidance from the USDOE states:

*In section 1111 (G) (1) – Assessments of English Language Proficiency, all EL children are assessed on the ELP assessment annually. As far as Title I is concerned, a parent request to opt out of an assessment is not authorized. (USDOE)*

***Q: Who are English learner students?***

A: All students who meet the Office of Civil Rights definition for English learner student: [ESEA Title VIII-General Provisions Part A – Definitions Sec 8010 (20)].

## English Learner (EL) – The term “English learner” when used with respect to an individual, means an individual:

* who is aged 3 through 21;
* who is enrolled or preparing to enroll in an elementary school or secondary school;
* (i) who was not born in the United States or whose native language is a language other than English;
	+ (I) who is a Native American or Alaska Native, or a native resident of the outlying areas;

**AND**

* + - who comes from an environment where a language other than English has had a significant impact on the individual’s level of English language proficiency; or
	+ who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
	+ whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual --
		- the ability to meet the State’s proficient level of achievement on State assessments;
		- the ability to successfully achieve in classrooms where the language of instruction is English; or
		- the opportunity to participate fully in society.

**Note:** A language other than English spoken at home does not automatically qualify a student as an English learner; likewise, a home with only English spoken in the home does not automatically exclude a student from being an English learner, refer to American Indian/Alaska Native.

***Q: If a student has attended several schools within the district, is a separate record reported for each building?***

A: **NO.** A single student record per district is submitted reflecting the status of the student at the school where the student was enrolled.

* Fall 2019-20 as of October 1, 2019.
* Spring 2019-20 at the end of the school year for the entire school year.

***Q: If a student was reported to the Fall collection, do I have to report the student to the Spring Collection?***

A: **YES.** The fall collection is a point in time, but the spring collection is the one that is used for all accountability and Title III allocations.

***Q: Our district does not have any EL students to report? How do we notify the ODE that the district will not be submitting records to this collection?***

A: Please click on the verify submission button on the status tracking page of the EL Collection or Email the data owner directly.

**Charter and Alternative School Reporting Requirement**

***Q: Are charter schools required to report to this collection?***

A: **YES**. Charter schools who receive state funds are obligated to comply with all reporting requirements. The district in which the charter school is located is responsible for ensuring compliance. Charter schools that are state sponsored are responsible for their own submission.

***Q: Are alternative schools/programs required to report to this collection?***

A: Alternative schools/programs are required to report to the data collection based on their agreements with the resident district. ODE will cross validate this collection with ADM to ensure all identified ELs (current, monitored, and former) are included.

**Data submission and retrieval options**

***Q: I can run a query from my student database that will have the majority of the information requested, and put it into a spreadsheet to upload to ODE. Will this function be available for this collection?***

A: Yes, you can upload an Excel spreadsheet as a CSV file. A preformatted CSV template is available on the [file format page](https://district.ode.state.or.us/search/page/?id=185) linked from the ODE District secure web page.

Make sure you run queries that will give you the current EL monitored EL, former EL, and those students who did not qualify this year as an EL.

***Q: Can I run a report of the data submitted to ODE to verify all my student records have been received?***

A: Yes, you can run a production download for this collection. Production downloads are available for previous years as well. This download is a record of the records accepted by ODE. Any records with errors will not be included in this download.

**It is strongly recommended that the district run and verify their data submission.**

***Q: What reports are available for the 2019-20 Collection?***

A: The production download is one report available from this collection. This report will provide the districts a copy of all EL student records submitted and received by the ODE data system.

B. Another report is the EL Student History Report. This report is linked to SSID; whenever a district updated their SSID files with ODE then this report will provide a list of all students enrolled in that district who have ever been reported to the EL data collection. Start Dates, Exit Dates, and language of origin, most recent ELP assessment data is included in the report.

**NOTE: All records with errors are not included in the production download report until the error is cleared.**

**What data is needed for this report?**

***Q****:* ***What information do I need to have in order to fill out the fields in this collection correctly?***

A: The data fields specific to the 2019-20 ESEA Title III: English Learner Data Collection are:

* + EL Record Type
	+ Program Model 1
	+ Program Model 2
	+ Program Model 3
	+ Proficiency Test Name Code –
		- 06 ELPA summative (for 1-B, 1-C, 1-D, 4-N, 4-P)
		- 01, 02, 03, 04, 07 for students identified as EL in 19-20 and for students who are not qualified as an EL- 3-H)
		- **Please note ELPA screener – code 07 – is the only allowable assessment after 8/15/19**
		- 00 Did not test (1-E, 4-O, 5M, 5F, and SE)
		- 05 for 2-J(Potential EL)
	+ Composite Scale Proficiency Level -
		- **Required:** 00 for ELPA summative –
			* ODE will load the ELPA summative proficiency levels directly from Student Centered Staging.
		- **Required:** Identified as an EL in 2019-20 and 3-H records, scale is available based on selected Proficiency Test reported. ([Numbered Memo Identification)](http://www.oregon.gov/ode/about-us/Documents/Numbered%20Memo%20003-2016-17%20EL%20Identification.pdf)
	+ **Blank:** for students identified as Potential EL (2-J**)**
	+ **Blank for students identified as State of Emergency (SE)**
	+ Proficiency Test Administration Date
		- **Blank** for students who participated in ELPA summative
		- **Required** entry for students identified as English learners in 2019-20 and students not eligible to receive services EL Record Type 3-H
		- **Blank:** for students identified as Potential EL (2-J)
	+ **Required:** EL Start Date (all identified EL students, regardless of service – required for 5M and 5F records)
	+ **Required:** EL Exit Date (all students the district has deemed as proficient – required for 5M and 5F records
	+ **Blank for students identified as State of Emergency (SE)**

Additional fields **required** in the EL Collection:

* + Language of Origin
	+ EL Flag
	+ SPED Flag
	+ Migrant Flag
	+ SIFE Flag
	+ 504 Flag
	+ Waiver Effective Date (for all 4-N, 4-O and 4-P records)
	+ **Additional Language – new for 2019-20 – this field is to be used when a student has an additional language. This may not be the same as the Language of Origin.**

These data fields are submitted along with district, school, and student demographics, which conform to the [**Consolidated Student Collections file**](https://district.ode.state.or.us/apps/info/docs/cc_studentlevel_ug.doc) **format**

***Q: Which******groups will still need to have local assessment data reported?***

A: All students identified as EL in 2019-20 **and** students found ineligible for ELD services on the intake assessment (Category 3) need to have their local assessment data reported.

The following specific local proficiency test information is required:

* + Test Name Code
	+ Test Administration Date
	+ Composite Scale Proficiency Level

***Q****:* ***If a student is exited from the program as proficient, does an exit date need to be reported?***

A: **YES**. The exit date field is required in the 2019-20 data collection. If an exit date is not entered, the student is not exited on ODE records, and will not be included in EL accountability calculations as exited. The student will have to have an exit date the next school year.

***Q: Our district has course codes that are more specific than the ODE codes for program model type. Can we add another field for the local course codes, or allow multiple submissions for the same program model combination?***

A: **NO** on both accounts. Please report the course only once with the appropriate ODE code. All our calculations and reporting requirements are keyed from these specific codes. We do allow up to three program model codes that allow for various program model combinations.

**What code do I use for this scenario?**

***Q: I’m not sure what EL Record Type code to use for a student, where can I get help?***

A: At the end of this document is a chart that helps determine EL Record Type codes. You can also contact the data owner. Data owner contact information is located on the [Schedule of Due Dates](https://district.ode.state.or.us/apps/info/).

***Q: We have an EL student who is being tutored at home because he is very ill. He is unable to come to school due to his health. He will not be able to take ELPA summative. He is not on an IEP. Where do I put the information on that student?***

A:This student will be category 1E on the collection - Did not take ELPA summative but participated in an ELD program.

***Q: If a student moves from our district after the student has taken ELPA summative, should that student be reported as having taken ELPA summative in our district? Or, will the receiving district be administering ELPA summative to the same student during the same academic year?***

A: The district administering ELPA summative reports the student as having taken ELPA summative in that district.

The receiving district will not be able to administer ELPA summative to the same student during the same academic year. The receiving district will have the student’s ELPA summative proficiency level applied to their EL accountability calculations, even though the test was administered in another district.

**The receiving district codes the student as 1-E, because the district did not administer the ELPA summative.**

***Q: If a student withdraws prior to the ELPA summative testing window being opened, what record type is this student?***

A: **This student is coded is a 1-E**. ODE will compare the EL Collection to Cumulative ADM to ensure that the student was unable to test due to not being enrolled during the official ELPA summative testing window.

In Student Centered Staging after the EL collection is closed, a "virtual" test record is generated that indicates the student did not test. This student will be included in the EL accountability calculations, as participation in ELPA summative is required by all EL students.

***Q: We have a student who does not receive services; do I have to enter this student in the EL Collection?***

A: **YES**. If the student is identified as an EL student, this student needs to be included. Students who do not receive services by parent/guardian request are coded as either 4-N, 4-O, or 4-P.

* 4-N students are students who have a waiver for services and participated in ELPA summative; **OR**
* 4-O students are students have a waiver for services and did not participate in ELPA summative testing; **OR**
* 4-P students who previously exited the ELD program and have a waiver for service. (only used for the year the student re-enters as a current EL.

***Q: A student who is not receiving services has scored proficient on ELPA summative, how do I exit this student?***

A: An EL Exit Date can be entered for a student with a 4-N, 4-O, or 4-P EL Record Type.

**The EL Record Type for this student is not changed to a 1-C (exited from services); simply enter an EL Exit Date in the 4-N, 4-O, or 4-P record. This student will be included in the EL accountability calculations as exiting.**

***Q: A student was not exited at the end of the prior school year and should have been, how do I code the student?***

A: Code the student as a code 1-E (if the student would have been served by the program), include the exit date in the exit date field and include the student was not participating in the program (if the exit is at the beginning of the school year) or code the appropriate program model codes (if the student was served by the program for 1 or more days).

For students with waivers of service, just include the exit date in the waiver code; **do not** change the record type to 1-C or 1-E.

**Q: We have students who did not participate in the ELPA summative in 19-20 due to the assessment window closing early?**

1. Code these students as code 1-E – if they participate in the EL Program.
2. Code these students as code 4-O - if they do not participate in the EL Program
3. **EXCEPT – students identified in the 19-20 school year – continue to code them as identified in the current school year.**

**Q: We had students start the ELPA summative but they could not complete the assessment due to the closure of schools?**

 A: code these studnets in 19-20 as if they completed the assessment

**Data Submission Timeline**

***Q: The district has students who enroll annually in June, are we required to report these students? If so, how will the records be submitted after the close of the EL Collection?***

A: **YES.** The ODE will reopen the EL Collection for a complete review. Please add these students during this review window of June 11-22, 2020

 During this time, districts will be able to **add** student records for students enrolling or identified after the June closing.

 Districts will also have the opportunity to edit any student records submitted to the EL Collection.

***Q:******May districts get an extension and submit EL Collection data later than May 29, 2020?***

A: **NO**. The data collected in the EL Collection is used in accountability reports, which include reports on the EL subgroup. Districts should plan submission time for the EL Collection to ensure all records are submitted and error-free by 11:59 pm on May 29, 2020.

The first extract of data from the Spring Student Membership 2019-20 and ESEA Title III: English Learner 2019-20 collections for use in pre-preliminary report card computations is scheduled for **12:01 am, May 31, 2020,** immediately following the close of the EL Collection.

**Special Circumstances**

***Q: If a student has an IEP for writing (for example), who determines if the student takes ELPA summative?***

A: The student's IEP team may determine that the written component of ELPA summative is not accessible for that student, and should code the student's file accordingly (on the IEP, in TIDE, and in Student Centered Staging – Test Administration Codes). For ELs, members of the IEP team for those students with disabilities should include speech language pathologists and other professionals with an understanding of how to differentiate between English proficiency and a disability.

***Q: A new student enrolled today from another Oregon school district, how do we know if this student has participated in ELPA summative?***

A: One way to find out is to have the student attempt to login to ELPA summative. If the student has completed ELPA summative, the student will not be able to complete the login process. If the student has not completed the ELPA summative, or has not participated, the student will be able to login. **(This restriction will only occur if the original SSID is used to log in, if your district issued a new SSID number the student may be able to login and take the *ELPA summative* again. This may be a test impropriety.)**

The receiving district could ask if the student had been administered ELPA summative while requesting CUM file records.

NOTE: The SSID file may take a couple days to reflect the resident district change. Please allow a couple business days for this process to occur**.**

***Q: A student currently served by the program has submitted a waiver at the end of the school year for the following school year, what EL record type code do we use to submit this student?***

A: Report the EL record type code that accurately reflects the student’s status during the current school year, in the case above this would be served by the program.

Mobility Scenarios: what to do when a student moved into your district - **updated 8/5/2019**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scenario** | **Was the student an identified EL in prior district** | **Was the student exited by the prior district** | **Does your identification assessment identify the student as initially fluent English** | **Code the student in the collection:** |
| Student moved into my district from another ELPA district this school year | Yes | No | **NA** | Student enters your district as an identified EL, unless the ELPA summative scores were 4’s and 5’s in all domains –if so, the student is exited (1-E) as of the beginning of the school year. |
| Student moved into my district from another ELPA district this school year | Yes | Yes | **NA**  | Enter the student as a monitored or a former EL based on the exit date from the prior school district. |
| Student moved into my district from a **NON-ELPA** district this school year | **NA** | **NA** | Required  | Please follow your district’s identification process and administer the district’s identification screener to determine if the student is an EL. |
|   |
| Student was enrolled in another ELPA school district last school year | Yes | No | **NA** | Student enters your district as an identified EL, unless the student’s ELPA summative scores were 4’s and 5’s in all domains –if so, the student is exited (1-E) as of the beginning of the school year. |
| Student was enrolled in another ELPA school district last school year | Yes | Yes | Yes  | Enter the student as a monitored or a former EL based on the exit date from the prior school district. |
| Student was enrolled in a **NON-ELPA** district last school year | **NA** | **NA** | Required  | Please follow your district’s identification process and administer the district’s identification screener to determine if the student is an EL. |
| **Student enrolled during State of Emergency and administering the identification screener was not feasible** | **If Yes – follow scenarios above** | **If Yes – follow scenarios above** | **UNKNOWN** | **Code this student as a code SE – State of Emergency – plan on administering identification screener as soon as it is feasible.** |
|   |
| Student was enrolled in another school district 2 or more prior school years | Follow your district's identification plan based on the responses from the Language Use Survey. |

**EL Record Types**

**Decision Chart**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student****Examples** | **Description of student** | **Include in EL Collection** | **EL Flag marked** | **EL Record Type** | **EL Start Date required** | **EL Exit Date required** |
| 1 | Student is receiving EL services for the first time in the US. | **YES** | Y | 1-A | **YES** | N/A |
| 2 | Student is continuing EL services in the US. | **YES** | Y | 1-B | **YES** | N/A |
| 3 | Student is exiting the EL program as proficient this school year and the student participated in the EL program this year. | **YES** | Y | 1-C | **YES** | **YES**Exit date within the current school year is required**.** |
| 4 | Student was not exited in the previous school year, but is exited the beginning of the current school year. The student did not participate in the EL Program this year | **YES** | Y | 1-E (if served previously)4-O (if waiver) | **YES** | **YES**Exit date within the current school year is required**.****Report the student as exited for the entire school year.** |
| 5 | Student exited as proficient during the school year and did participate in the EL program this year. (For example - Oct 15th exit) | **YES** | Y | 1-E (include program models for programs) | **YES** | **YES**Exit date within the current school year is required**.****Report the student as exited for the entire school year.** |
| 6 | Student previously exited for proficiency, but has returned to the ELD program this school year. | **YES** | Y | 1-D | **YES** | N/A |
| 7 | Student was enrolled and participated in EL **but did not** participate in ELPA summative. | **YES** | Y | 1-E | **YES** | N/A |
| 8 | Student is identified as EL, participated in the EL Program, but withdrew prior to the ELPA summative Testing Window. | **YES** | Y | 1-E | **YES** | N/A |
| 9 | Student is identified as EL, participated in EL program, but enrolled after the close of the ELPA summative Testing Window. | **YES** | Y | 1-E | **YES** | N/A |
| 10 | Student is an identified EL student, **but** is not receiving services due to parent waiver and participated in ELPA summative | **YES** | Y | 4-N | **YES** | **DEPENDS**If the student is ready to exit – include an exit date, otherwise leave blank |
| 11 | Student is an identified EL student, **is not** receiving services, **and** withdrew from our school district prior to the ELPA summative Testing Window | **YES** | Y | 4-O | **YES** | **DEPENDS**If the student is ready to exit – include an exit date, otherwise leave blank |
| 12 | Student is an identified EL student, **is not** receiving services, **and** enrolled in our district after the close of the ELPA summative testing window. | **YES** | Y | 4-O | **YES** | **DEPENDS**If the student is ready to exit – include an exit date, otherwise leave blank |
| 13 | Student was returned to the ELD program after exiting as proficient **and** parents have signed a waiver for service | **YES** | Y | 4-P | **YES** | **DEPENDS**If the student is ready to exit – include an exit date, otherwise leave blank |
| 14 | Student was assessed to see if the student qualified as EL, **but** student was found ineligible on the initial assessment. | **YES**For the current school year only. You must include name of assess-ment, date administered, and score received. | N | 3-H | **NO**This field is left blank.This student is not an EL |  |
| 15 | Student exited as proficient in 2018-19 | **YES** | N | 5-M | **YES** | **YES** |
| 16 | Student exited as proficient in 2017-18 | **YES** | N | 5-M | **YES** | **YES** |
| 17 | Student exited as proficient in 2016-17 | **YES** | N | 5-M | **YES** | **YES** |
| 18 | Student exited as proficient in 2015-16 | **YES** | N | 5-M | **YES** | **YES** |
| 19 | Student exited in 14-15 or a previous school year | **YES** | N | 5-F | **YES** | **YES** |
| 20 | Student with a disability or suspected disability enrolled – school team determined the identification screener could not be made accessible | **YES** | N | 2-J | **NO** | **NO** |
| **21**  | **Student enrolled during a State of Emergency – administering the identification screener was not feasible.** | **YES** | **N** | **SE** | **NO** | **NO** |

**Resources:**

**Please use the EL Student History Report to gather additional information about your students.**

EL History Report Steps:



2.



3.



This report will provide a spreadsheet of all students enrolled in your district who have an EL record in a previous EL data collection.

**Contact the EL Data Collection – Data Owner –** **Kim Miller**