

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



- ALL Districts submit ESOL Coordinator name and contact information in eFinance (see p. 33-35 of SIS Manual).
- ALL Students complete a Home Language Usage Survey upon initial enrollment.
- Determine student's LMS Status.
  - Generally, students with any answer other than "English" are LMS.
  - False positives--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 on the HLUIS Verification Form.
      2. File HLUIS with HLUIS Verification Form in student's cumulative file.
      3. Enter "EN" as "Home Language" in eSchool on student summary page under registration.

Student Summary Q

| District Registration Information |              |
|-----------------------------------|--------------|
| Family/Census Number              |              |
| County of Residence               |              |
| District of Residence             |              |
| Alternate District                |              |
| Attending District                |              |
| Alternate Building                |              |
| Alt Accountability Building       |              |
| State Building of Residence       |              |
| Home Language                     | EN - English |
| Native Language                   |              |
| US Enrollment Date                |              |

If NOT a Language Minority Student, enter "EN" as "Home Language"  
  
No further screening needed.

- False Negatives- If school personnel have evidence of a language other than English being used by student or by family, (even though HLUIS is all "English"), document other language use on HLUIS Verification Form. (Family needs interpreter, family converses with student in a language other than English, teacher observes usage of a language other than English, etc.) This would qualify as a LMS.

□ For ALL true Language Minority Students:

1. File HLUS and HLUS Verification Form as needed in student's cumulative file.
2. Enter the language other than English from HLUS and HLUS Verification Form as "Home Language" in eSchool on student summary page under District Registration.

Student Summary

District Registration Information

|                             |
|-----------------------------|
| Family/Census Number        |
| County of Residence         |
| District of Residence       |
| Alternate District          |
| Attending District          |
| Alternate Building          |
| Alt Accountability Building |
| State Building of Residence |
| Home Language               |
| Native Language             |
| US Enrollment Date          |

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

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

Student Summary

Educational Factors

|                              |
|------------------------------|
| Classification               |
| Meal Status                  |
| Academically Disadvantaged   |
| Homeless                     |
| 504 Plan                     |
| ESL                          |
| Current Student Success Plan |
| At Risk                      |
| At Risk Calculation Ovr      |
| IEP                          |
| IFP Status                   |

"ESL"  
–Checked(yes) if the student is a Language Minority Student and must be/has been screened by "ESL" program

All students with “ESL” checked are considered “Language Minority Students” for state and federal reporting purposes.

- For ALL English only students, file HLUS in student's cumulative file.
- Screen true LMS for EL Status using ELPA21 screener or current ELPA21 summative scores 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”.

ELL

New entry: Click the Save icon to create the screen for this student.

ELL Fields

|                     |                      |                     |                      |
|---------------------|----------------------|---------------------|----------------------|
| ELL Entry/Exit      | Not Assigned         | ESL/ELL Waived Date | <input type="text"/> |
| ESL/ELL Monitored   | <input type="text"/> | ELD Program Type    | <input type="text"/> |
| Core Content Access | <input type="text"/> | RAEL                | <input type="text"/> |

1. LMS must have a “**Start Date**”. This is the date the student entered a U.S. school for the first time (K-12), regardless if the entry was in Arkansas or another state.
2. LMS students who are NOT proficient in English as determined by ELPA21 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 Fluent English Proficient/Former English Learner status are not eligible for the ESL/ESOL Program and may not receive services. The “**End Date**” is the date the Language Placement and Assessment Committee determines the LMS student should be classified as Fluent English Proficient/Former English Learner.

Programs

| Actions | Program        | Value                    | Start Date           | End Date             |
|---------|----------------|--------------------------|----------------------|----------------------|
|         | ELL Entry/Exit | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Save Cancel

**CORRECT** English Learner indicated

**NOT** correct English Learner indicated  
(no check in value box)

| Actions | Program        | Value                               | Start Date |
|---------|----------------|-------------------------------------|------------|
|         | ELL Entry/Exit | <input checked="" type="checkbox"/> | 05/14/2018 |

**ELL Fields**

ELL Entry/Exit: Not Assigned

ESL/ELL Monitored: [dropdown]

Core Content Access: [dropdown]

ESU/ELL Waived Date: [dropdown]

ELD Program Type: [dropdown]

RAEL: [dropdown]

- English Learners** must have an **ELD program type** entered that indicates the primary type of English Language Development (ELD) service being provided to them.
  - PI- ELD Push-in
  - PO- ELD Pull-out
  - CP- ELD Class Period
  - EM- ELD Embedded in core
  - NP-Newcomer Program
  - DS- Declined ELD Services
- English Learners** must indicate the primary method by which the school provides the student meaningful access to the full curriculum in the **Core Content Access** Field
  - SI- Sheltered Instruction
  - CC- Content Classes with integrated support
  - NP- Newcomer Program
  - DS-Declined access to Core Content Services

### [Language Instruction Educational Program \(LIEP\) Data Codes Detailed](#)

**Data Entry for Recently Arrived English Learners (RAEL) in eSchool:**

ELL Fields

ELL Entry/Exit: Not Assigned

ESL/ELL Monitored: [Dropdown]

Core Content Access: [Dropdown]

ESL/ELL Waived Date: [Text Box]

ELD Program Type: [Dropdown]

RAEL: [Dropdown] ←

- Must be an English Learner
- Determine the cumulative number of months the student has attended a US school as of May 3, 2021, and indicate the correct RAEL status. (ONLY Count 50 US States and DC)

1 - RAEL1 = A Recently Arrived English Learner within their first 12 cumulative months of school attendance in the US.

2 - RAEL2 = A Recently Arrived English Learner within their second 12 cumulative months of school attendance in the US.

3 - RAEL3 = A Recently Arrived English Learner within their third 12 cumulative months of school attendance in the US.

NA = Not Applicable

**Monitored Fluent English Proficient/Former EL Students**

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

Programs

Unsaved Changes

ELL Entry/Exit

| Program        | Value | Start Date | End Date   |
|----------------|-------|------------|------------|
| ELL Entry/Exit | □     | 08/18/2014 | 10/20/2018 |

ELL Fields

ELL Entry/Exit: Not Assigned

ESL/ELL Monitored: [Dropdown] ←

ESL/ELL Waived Date: [Text Box]

**Data Entry for Monitored Students:**

- Must have "Start Date" AND "End Date"
- "Value" box must be blank
- "ESL/ELL Monitored" must be marked
  - M1—Monitored Year 1
  - M2—Monitored Year 2
  - M3—Monitored Year 3
  - M4—Monitored Year 4
  - MC—Monitoring is complete
- After year of monitoring, update M1 to M2 or M2 to M3, etc, if successful.
- During monitoring, if returned to EL status, remove "End Date", check "value" box, and remove monitored code.

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

The screenshot shows the 'ELL Fields' section of a data entry system. It contains several dropdown menus and text input fields. The 'ESL/ELL Waived Date' field is highlighted with a blue arrow pointing to it from the right.

- 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 if not meeting exit criteria.
  - 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 **and**
    2. Who was not born in any state (50 States, DC, Puerto Rico) **and**
    3. Has not attended one or more schools in any one or more states for more than 3 full academic years (K-12 (50 States, DC, Puerto Rico)).
- If student meets ALL THREE criteria in the definition above, mark “Y” in the “Immigrant” field on the “Student Personal Screen”.

The screenshot shows the 'Personal' section of a data entry system. It includes fields for 'Federal Code' (6), 'White', 'ELL Years', 'Migrant', 'Migrant ID', 'Immigrant' (checkbox), and 'Country of Origin'. A red arrow points to the 'Immigrant' checkbox field.

**Data Entry for Immigrants:**

- If meet all 3 criteria, enter “Y” in “Immigrant” field.
- Maintain this field regularly as students can only be considered “Immigrant” for 3 full academic years.