BILINGUAL esol DEPARTMENT

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SCAN ME

UPDATES
SCHOOL YEAR 2022-2023

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Data Processor

BROWARD COUNTY PUBLIC SCHOOLS

New School Year!

Where to

- ELLs with inconsistent data will require an ELL Committee Meeting to determine EXIT or Continued Placement. For students who exit: PLAN and EXIT Date (Date of ELL Committee Meeting), Basis of exiting (L), Tier Placement (Z)
- ELL Plan dates (A23) are updated to the first day of School for **LY students ONLY K-12.** (Reminder, ELL Plan Date is updated often throughout the school year)
- For NEW students entering BCPS for the fist time and qualify for ESOL Program Services update: **A03**: LY, LC, DEUSS; **A23**: CLASS, Entry, PLAN, Basis of Entry, Tier Placement; **A21:** Enter IPT data.
- For students transferring/matriculating from other Broward Schools, there is a **new** process and form for requesting ELL Plans from transferring schools. Provide ESOL Contacts Academic History (A07) along with the Home Language Survey upon registration. PLAN Date is updated to reflect your school for **LY students**.
- **Resources at your fingertips:**
  - ✓ IMT Suggested Communication Forms
  - ✓ State Database Guidelines and updates for all required data elements
  - ✓ TERMS SharePoint: https://browardcountyschools.sharepoint.com/sites/initiatives/TERMS

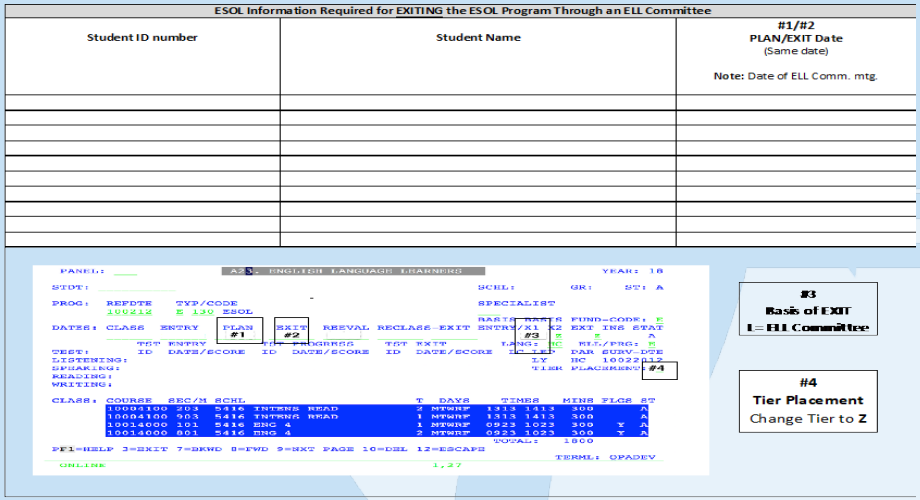
Exit Criteria Grades K-2

ETS automates the EXITING information for students who meet state-established EXIT Criteria on the A23 Panel.

- ❑ **PLAN**
- ❑ **EXIT Date (06/09/2022)**
- ❑ **Basis of exiting (H)**
- ❑ **Tier Placement (Z)**

Exiting students through an **ELL Committee must** be **entered manually**.

Suggested form to be used



ESOL Information Required for EXITING the ESOL Program Through an ELL Committee

Student ID number	Student Name	#1/#2 PLAN/EXIT Date (Same date) Note: Date of ELL Comm. mtg.

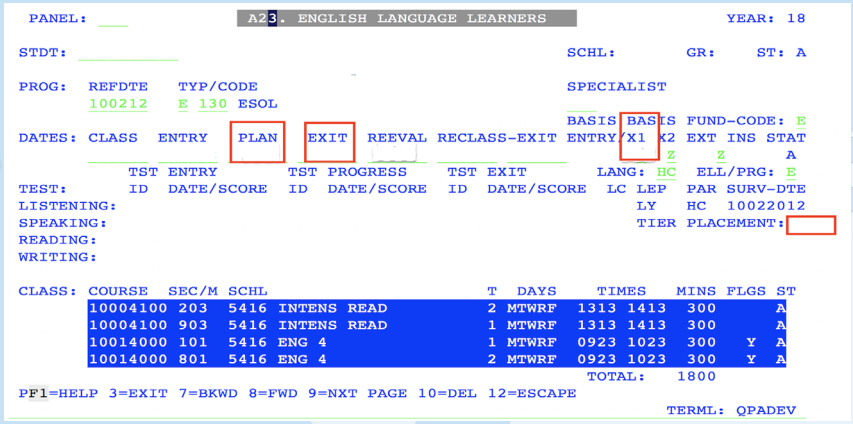
Exit Criteria Grades 3-9

ETS automates the EXITING information for students who meet state-established EXIT Criteria on the A23 Panel.

- ❑ **PLAN**
- ❑ **EXIT Date (06/09/2022)**
- ❑ **Basis of exiting (I)**
- ❑ **Tier Placement (Z)**

Exiting students through an **ELL Committee must** be **entered manually**.

Suggested form to be used



NOTE:
Do not enter an "**Exit Date**" for students who withdraw from school.

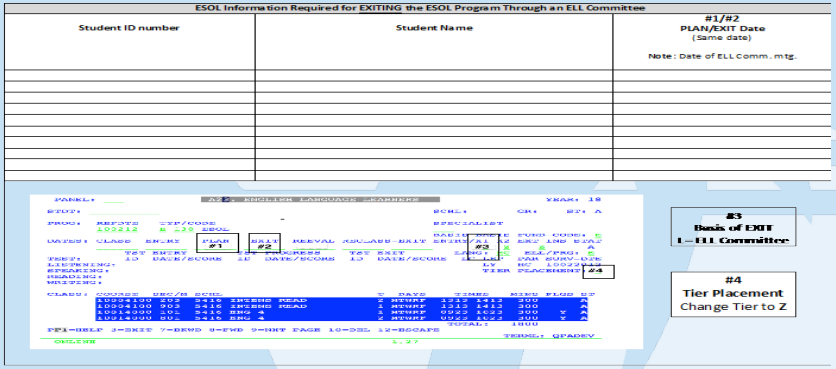
Exit Criteria Grades 10-12

ETS automates the EXITING information for students who meet state-established EXIT Criteria on the A23 Panel.

- ❑ **PLAN**
- ❑ **EXIT Date (06/09/2022)**
- ❑ **Basis of exiting (J)**
- ❑ **Tier Placement (Z)**

Exiting students through an **ELL Committee must** be **entered manually**.

Suggested form to be used



ESOL Information Required for EXITING the ESOL Program Through an ELL Committee

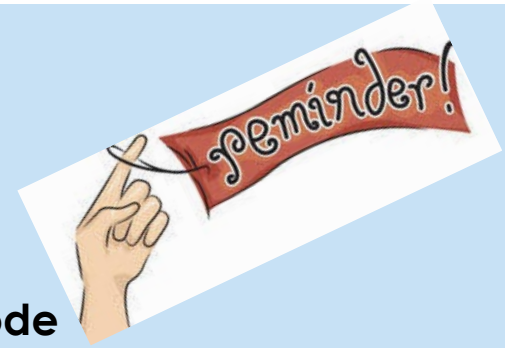
Student ID number	Student Name	#1/#2 PLAN/EXIT Date (Same date) Note: Date of ELL Comm. mtg.

#3 Basis of EXIT I – ELL Committee

#4 Tier Placement Change Tier to Z

NOTE:
Do not enter an "**Exit Date**" for students that withdraws from school.

IMPORTANT REMINDERS



ELL Codes

Code	Definition
LY	The student is an English Language Learner and enrolled in classes specifically designed for ELLs.
LF	The student is being monitored for a two-year period after having exited from the ESOL Program.
LA	The student has completed the two-year follow-up period after exiting the ESOL program (code LF) and is reported in this category for the next two years (years 3-4 after exiting) for the purpose of student subgroup reporting per the state ESSA plan.
LZ	The student is one for whom a four (4) year follow-up period has been completed after the student has exited the ESOL Program.
ZZ	Not applicable (for the ESOL Program).
LY-T	The student is a temporary Language Learner, placed in Program based on a "Yes" response to the Home Language Survey, **only used for Pre-K students**.

Plan Date

PLAN dates must be updated at the beginning of each school year to reflect the child's **first day of school** and to indicate instructional program recommendation. **LY students only (K-12)**

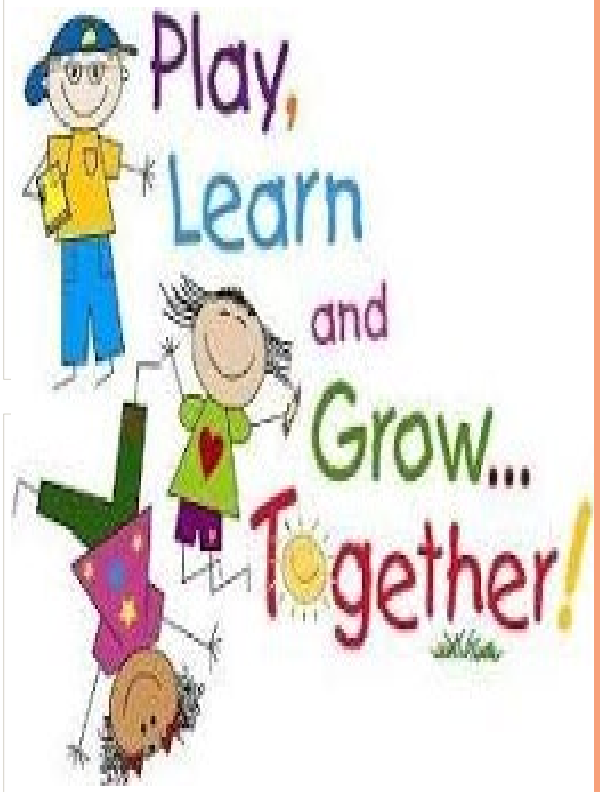
Update the PLAN date when the following changes occur:

- ESOL services
- Language Classification
- An English Language Learner (ELL) Committee is convened
- Annual Reviews and REEVALs based on anniversary date (**DEUSS)**
- Classes or courses
- If any changes are made to classes, courses, or ESOL services the ESOL Contact **must be notified** in order for a new **ELL Plan to be generated.**

It is essential that updates are completed in a timely manner for ESOL Contacts and your school to be in compliance.

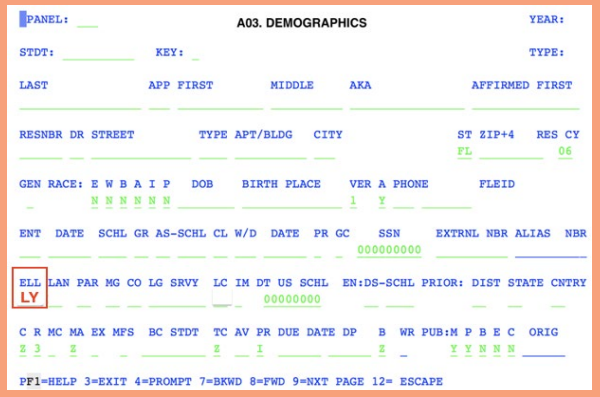
Date sensitive!!

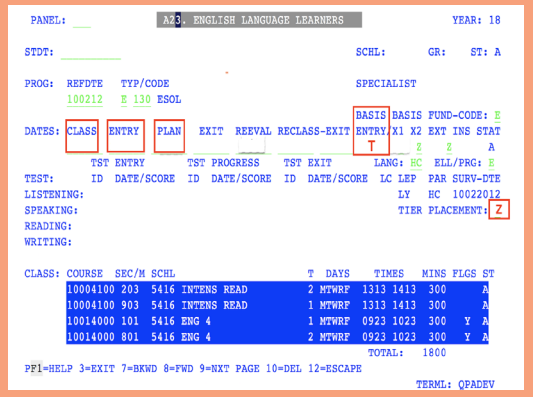
Incoming Pre-K Students



Identified based on HLS

- LY on A03 Panel until Kindergarten
- Temporary A23 Panel
- Basis of Entry = "T"
- Class, Entry and Plan Date (same date as Home Language Survey)





Re-entry Information

•Students previously enrolled in BCPS who leave for **90 school days or more** and return are required to be reassessed with the IDEA Proficiency Test (IPT) for ESOL Services.

•Every measure should be taken to honor time in an ESOL Program, and the original ENTRY date should **not be** modified.

- ✧Update the PLAN date
- ✧Changes in TERMS should be made as quickly as possible in order for them to be reflected in ELLevation

Immigrant Information

- An immigrant student is defined as so… who:
  - is between the ages 3-21; a…
  - was not born in any St… Columbia or Puerto Rico; and
  - has not be… or more schools in any one … more than 3 full academic y… used to calculate years.

IM Status is entered automatically from IT Department

Note: **The children of U.S. military personnel born overseas are to be included in any count of immigrant children or youth.**

Important !

- Although IMTs **do not** need to enter or update immigrant status, please make sure that the **DEUSS date** and **country codes** are correct
- Only students born in the **U.S. or Puerto Rico** are **NOT ELIGIBLE** for immigrant status
  - BUT students born in the other U.S. territories are eligible for immigrant status (Johnston Atoll, Marshall Islands, any US Virgin Islands)
- **A weekly sweep will be done by the IT Department**

Dual Language Program

Dual Language

For the 2022-2023 school year, ELLs (LY) who are enrolled in a Dual Language Program, must have:

- "**T**" code on the **A10** panel in the target Language Arts course
- An active **A23** panel
- Must be coded **LY** on the **A03** panel

Course Number	Course Titles	Grade LVL
5010041D	LANG ARTS DL GR KG	KG
5010042D	LANG ARTS DL GR 1	1
5010043D	LANG ARTS DL GR 2	2
5010044D	LANG ARTS DL GR 3	3
5010045D	LANG ARTS DL GR 4	4
5010046D	LANG ARTS DL GR 5	5
Middle School Course Codes	**Course Titles**	**Grade LVL**
0709000D	Spanish for Spanish Speakers	M/J - 6
1700000A DLRD	Research - (Spanish Novel Studies)	6, 7, 8
0709300D	Spanish for Spanish Speakers 1	MS
0709310D	Spanish for Spanish Speakers 2	MS
0709320D	Spanish for Spanish Speakers 3	HS
0709330D	Spanish for Spanish Speakers 4	HS
0708400D	Advanced Placement Spanish Language & Culture	HS
0708410D	Advanced Placement Spanish Literature & Culture	HS

Dual Language Elementary, Middle and High Schools 2022-2023

Bethune
Boulevard Heights
Broadview
Chapel Trail
Coral Cove
Country Isles
Cypress
Driftwood
Eagle Point
Eagle Ridge
Everglades
Gator Run
Gulfstream Academy of Hallandale Beach K-8
Hollywood Hills
Indian Trace
Lakeside
Manatee Bay
Meadowbrook
Mirror Lake
Oakland Park
Pompano Beach
Ramblewood
Riverglades
Sawgrass
Sea Castle
Silver Palms
Stirling
Tamarac
Tedder
Watkins
Westchester

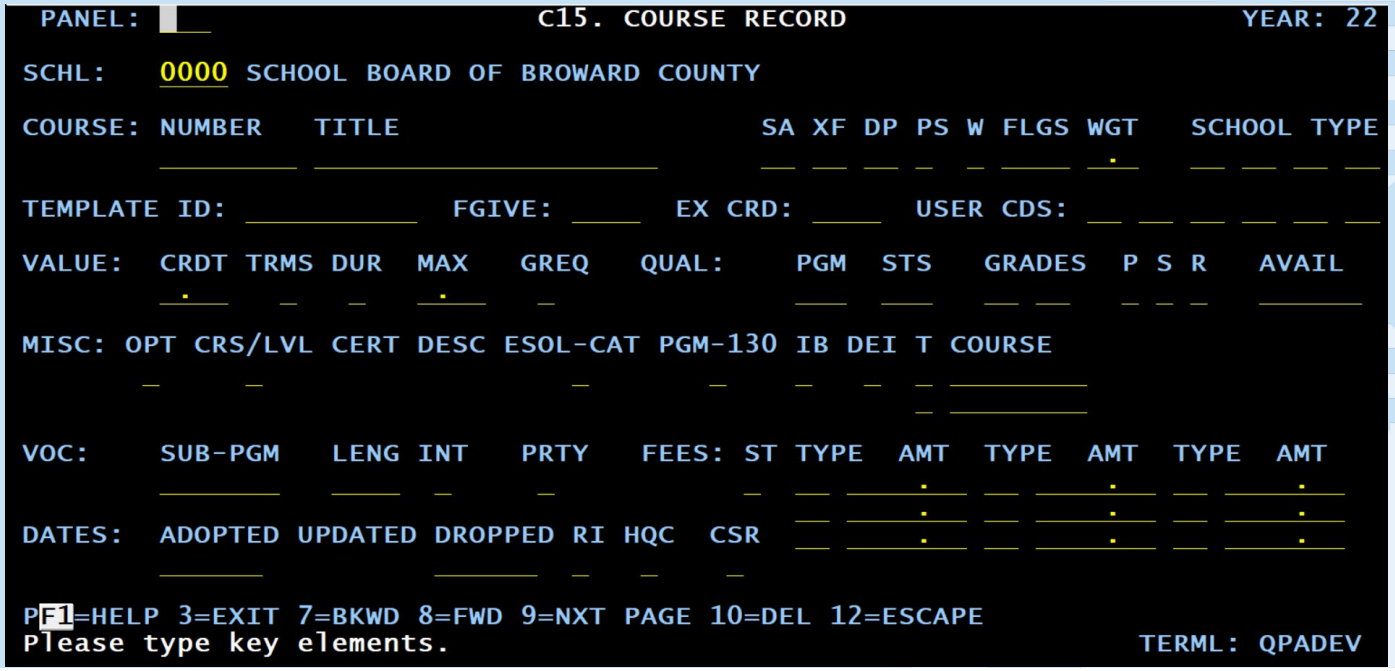
Gulfstream Early Learning Center

Apollo Middle
Attucks Middle
Coral Springs Middle
Falcon Cove Middle
Indian Ridge Middle
Lauderdale Lakes Middle
McNicol Middle
Millennium 6-12
New River Middle
Pompano Beach Middle
***Ramblewood Middle**
Sawgrass Spring Middle
Silver Lakes Middle
Silver Trails Middle
Tequesta Trace M.
Walter C. Young M.
Cypress Bay High
Mc Arthur High

***=New Schools**

Latinos in Action (LIA)
Entered on TERMS C15 panel

Step 1: In order to adopt the new course codes to your school, go to the **C15** panel in school year 2023 in TERMS and type in the course number and press enter twice.



LIA Program Codes Entered on TERMS...continued

Step 2: Once you adopt the course code, add to student's schedule using A10 or C20 panel using the appropriate course code based on grade level (see below).

Course Code Progression for Middle School

Course Number	Course Title	Grade Level
1700000Q	M/J Research 1	6th Grade
1700010Q	M/J Research 2	7th Grade
1700300Q	Research 1 LH	8th Grade HS Credit Local Honors

Course Code Progression for High School

Course Number	Course Title	Grade Level
2400300L	Leadership Skills Development - LH	9th Grade
2400310L	Leadership Techniques - HON	10th Grade
2400320L	Leadership Strategies - HON	11th Grade
2400330L	Approaches to Leadership - HON	12th Grade

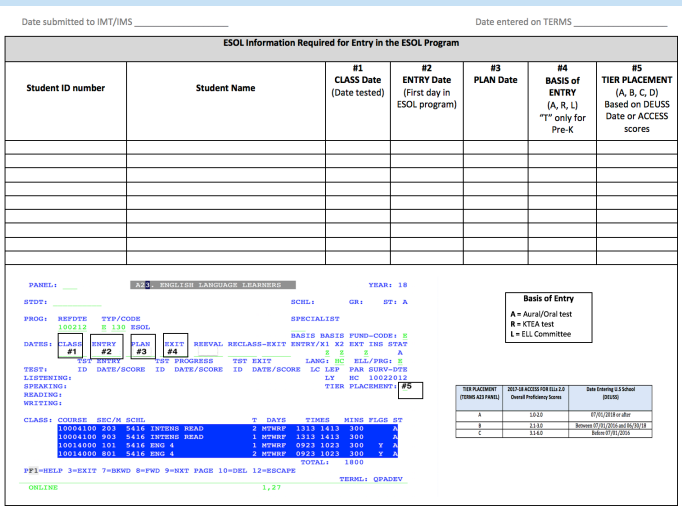
Transferring Students

- Provide the ESOL Contact academic history(A07 panel) along with the Home Language Survey at the time of registration for students transferring within **BCPS**.
- Data from previous county in **Florida** must be entered for **LY**, **LF** and **LA** students.
- ELL PLAN Date is updated to reflect your school for **LY** students

- For students transferring from another school in the U.S, provide which District and/or state the student is transferring from.
- Previous school is contacted to obtain as much information as possible (e.g. Initial Placement, ACCESS for ELLs scores)
- ELL Plan date is updated to reflect your school.

Information Required for ESOL

ESOL Contacts will provide IMT/IMS required data elements required throughout the school year. Forms have been created to assist in communicating effectively to be in compliance!



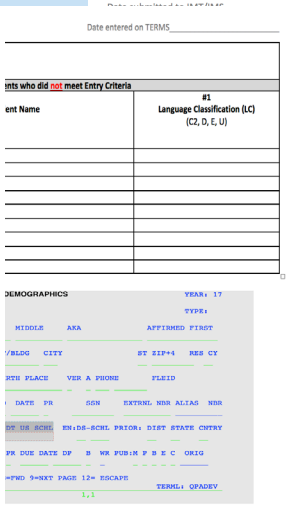
Date submitted to IMT/IMS _____ Date entered on TERMS _____

ESOL Information Required for Entry in the ESOL Program

Student ID number	Student Name	#1 CLASS Date (Date tested)	#2 ENTRY Date (First day in ESOL program)	#3 PLAN Date	#4 BASIS of ENTRY (A, R, L) "I" only for Pre-K	#5 TIER PLACEMENT (A, B, C, D) Based on DEUSS Date or ACCESS scores

Basis of Entry
A = Aural/Oral test
R = KTEA test
L = ELL Committee

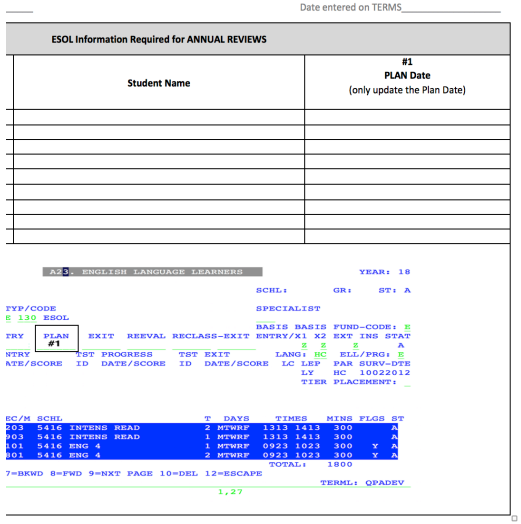
TIER PLACEMENT (TERMS A23 PANEL)	2017-18 ACCESS FOR ELLs 2.0 Overall Proficiency Scores	Date Entering G.5 School (DEUSS)
A	1.0-2.0	07/01/2018 or after
B	2.1-3.0	Between 07/01/2016 and 06/30/18
C	3.1-4.0	Before 07/01/2016



Date entered on TERMS _____

nts who did not meet Entry Criteria

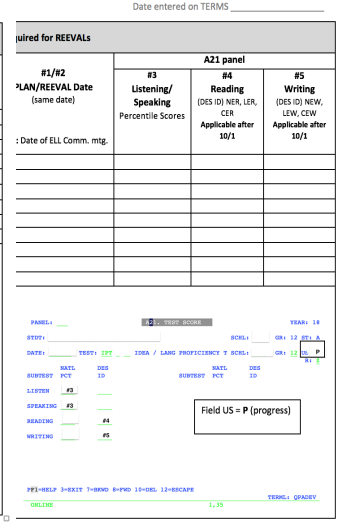
ent Name	#1 Language Classification (LC) (C2, D, E, U)



Date entered on TERMS _____

ESOL Information Required for ANNUAL REVIEWS

Student Name	#1 PLAN Date (only update the Plan Date)

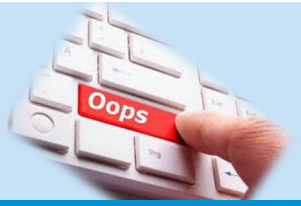


Date entered on TERMS _____

#1/#2 PLAN/REEVAL Date (same date)	A21 panel: #3 Listening/ Speaking Percentile Scores	#4 Reading (DES ID) NER, LER, CER Applicable after 10/1	#5 Writing (DES ID) NEW, LEW, CEW Applicable after 10/1
: Date of ELL Comm. mtg.			

Field US = P (progress)

COMMON DATA ERRORS



DEUSS Date	Must be the date entered a U.S. school. **Not birthday, Pre-K, transfer from school to school/ from other states**
For the United States Commonwealth and Territories enter the country code, do not use US. Ex: Puerto Rico PR (A03 panel)	
Recent Immigrant Data	Immigrant information must be accurate. Make sure that the **DEUSS date** and **country codes** are correct
LY Data	LY students **cannot** have a duplicate **A23** panel
LF Data	• LFs shall not have the same **entry** and **exit** dates • Students should not be **exiting** within **one month** of **entering** • Exit and Plan dates must match
Entering Scores	• Enter IPT/KEA scores using the date of the IPT test • On **A21** panel next to the US field always use **"E"** for Entering, and **"P"** for progress; unless entering with the KEA there should only be one **"E"** code

Continuation of Common Data Errors

Commonly Confused Country/Languages Codes

- Ukraine's country code is **UA** not UK (United kingdom)
- Jamaica's country code is **JM** not JA (Japan)
- Venezuela's country code is **VE** not VN (Vanuatu)
- Bahama's country code is **BF** not BH (Bhutan)

REMEMBER:

For the United States Commonwealth and Territories enter the the country code, **do not use US.**

- Ukranian language code is **UK**
- French Creole and Haitian Creole's language code is **HC** not FC (Fox)
- Portuguese language code is **PR** not PO (Polish)
- Hebrew's language code is **HE not** HB (Haida)

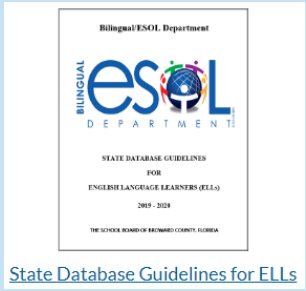
Note: Incorrect Coding may impact funding and grant opportunities

RESOURCES

CANVAS public page

https://browardschools.instructure.com/courses/598658

IMT Suggested Communication Forms



State Database Guidelines for ELLs

Guidelines and updates for all required data elements

TERMS Support

https://browardcountyschools.sharepoint.com/sites/initiatives/TERMS

TERMS/ESOL IMT TRAINING

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