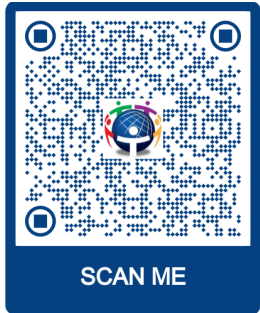


BILINGUAL



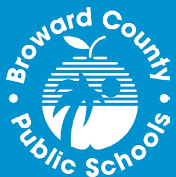
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UPDATES SCHOOL YEAR 2023-2024

Martha Villa-Rosa
Data Processor

Reina Murray
Bilingual Guidance Director



BROWARD COUNTY PUBLIC SCHOOLS

New School Year!



Let the Adventure Begin

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 first 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 **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 the first day at your school for **LY students (A23)**.



Based on the response(s) to the Home Language Survey (HLS), potential ELLs enrolled in the district will be coded **LP** on the **A03**.

- ☐ student is in grade **K-12th**
- ☐ student is pending initial ESOL program placement assessment

☐ 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>

LEP Status LP

2023-2024 School Year

NEW English Language Learner (ELL) Status Code "LP" (Potential ELLs Pending Assessment)

Based on the response(s) to the Home Language Survey (HLS), potential ELLs enrolled in the district will be coded "LP" on the ELL status code field on the A03 Panel of TERMS.

- Student is enrolled in grades KG-12.
- Student has "Yes" marked on any of the three HLS questions.
- Student is pending initial ESOL program placement assessment.

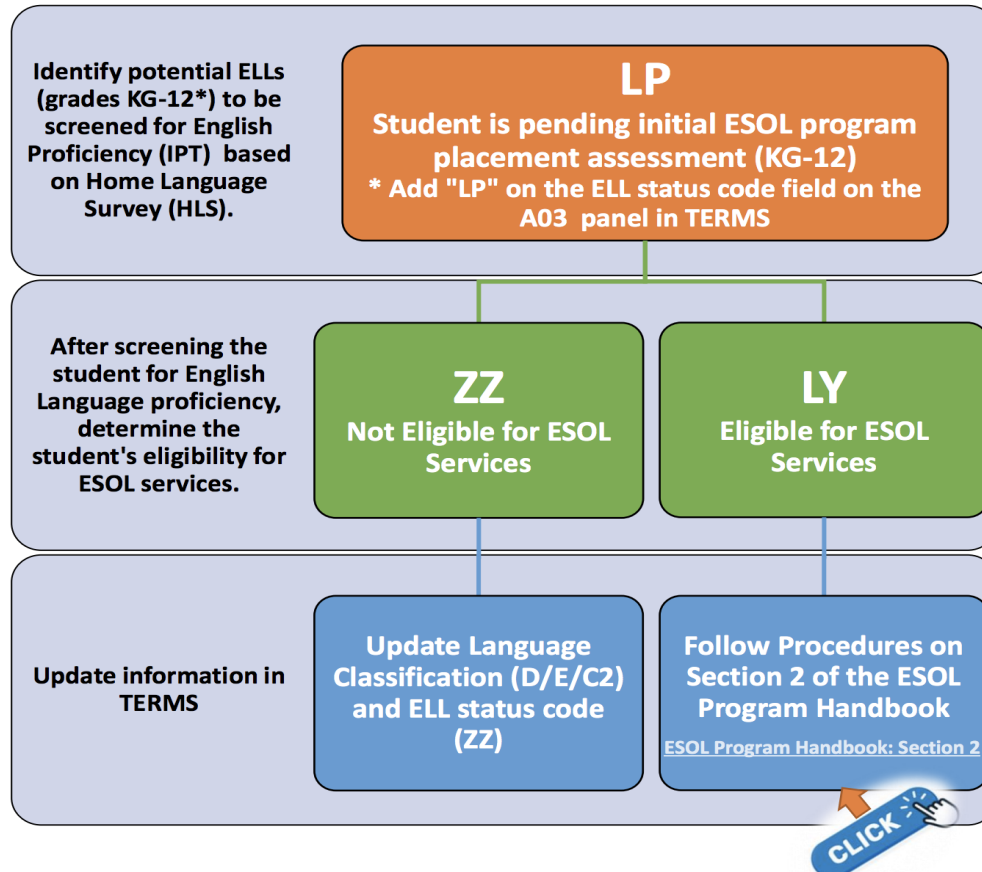
Enter the following data elements on the **A03** Panel:

- 1 * New* ELL Status: LP code**
- 2 Student Language**
- 3 Parent Language**
- 4 Country Code**
- 5 Language Survey Date**
- 6 DEUSS Date (Date of Entry in the United States School)**
- 7 Birthplace**

PANEL: _____		A03. DEMOGRAPHICS										YEAR: 23			
STDT: _____		KEY: _____												TYPE: _____	
LAST		APP FIRST		MIDDLE		AKA		AFFIRMED FIRST							
RESNBR DR STREET		TYPE APT/BLDG		CITY		ST		ZIP+4		RES CY					
								FL		06					
GEN RACE: E W B A I P		DOB		BIRTH PLACE		VER A PHONE		FLEID							
N N N N N N N						1 Y									
PNT DATE SCHL GR AS-SCHL CL W/D		DATE		PR R M		SSN		EXTRNL NBR ALIAS NBR							
1 2 3 4 5		6				XXXXX0000		XXXXXX							
ELL LAN PAR MG CO LG SRVY		LC IM DT US SCHL		EN:DS-SCHL		PRIOR: DIST STATE CNTRY									
LP		N 00000000													
C R MC MA EX MFS BC STDT		TC AV PR DUE DATE DP		B WR PUB:M P B E C		ORIG									
Z 3 Z		Z I		Z		Y Y N N N									
PF1=HELP 3=EXIT 4=PROMPT 7=BKWD 8=FWD 9=NXT PAGE 12= ESCAPE															
Please type key elements															
TERML: QPADEV															

LP Flow Chart

A03 Panel on TERMS



***Do Not** change the ELL status code of **Kindergarten students who had ELL Status code "LY" in PreK.**

The procedure for former Pre-K students coded LY-T now entering KG can be found on the ESOL Handbook **Section 11.**

[ESOL Program Handbook: Section 11](#)

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 (06/08/2023)**
- ❑ **Basis of exiting (H)**
- ❑ **Tier Placement (Z)**



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

Suggested form to be used

[illegible]

```

PARM: _____ A 3 PRGCTL LANGUAGE LEARNED _____ YEAR: 10
STDT: _____ SHEL: _____ GR: _____
PROG: REFDEE TYP/CODE _____ SPECIALIST
      A05245 E 130 ESCL _____
DATE: CLASS ENTRY #1 #2 REEVAL CLASS-EXIT ENTRY #1 #2 EXT IN EXT IN STATE
      TRT NRTV _____ TANGS TOL EXT TANGS TOL EXT IN EXT IN STATE
      ID DATE/SCORE ID DATE/SCORE ID DATE/SCORE ID DATE/SCORE ID DATE/SCORE ID DATE/SCORE
DISTINTG: _____ PAR SURV-DTE _____
TEACHING: _____ EC 100223 _____
REACING: _____ ELR PARBROD _____ #4
WRITING: _____

CLASS: COURSE REC/24 SCHL _____ T DAYS _____ THRS _____ MINR _____ FLGR BT
      10000140 903 5416 INTFRN READ 1 NRTV 1313 1413 300 A
      10001400 503 5416 INTFRN READ 1 NRTV 1313 1413 300 A
      10001400 801 5416 THG 4 2 NRTV 0923 1623 300 V A
      10001400 801 5416 THG 4 2 NRTV 0923 1623 300 V A

FEF=HELP 3=EXIT 7=BRWD 8=PRD 9=NXT PAGE 10=DEL 12=ESCAPE TOTAL: 1800
ONLINE _____ 1,27 _____ TERM: 05AFDV _____

```

#3
Basis of EOT
L = ELL Committee

#4
Tier Placement
Change Tier to Z

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 (06/08/2023)
- ☐ Basis of exiting (I)
- ☐ Tier Placement (Z)

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

Suggested form to be used

PANEL: **A23. ENGLISH LANGUAGE LEARNERS** YEAR: 18

STDT: SCHL: GR: ST: A

PROG: REFDATE TYP/CODE SPECIALIST

100212 E 130 ESOL

DATES: CLASS ENTRY **PLAN** **EXIT** REEVAL RECLASS-EXIT BASIS BASIS FUND-CODE: E

TST ENTRY TST PROGRESS TST EXIT LANG: HC ELL/PRG: E

TEST: ID DATE/SCORE ID DATE/SCORE ID DATE/SCORE LC LEP PAR SURV-DTE

LISTENING: LY HC 10022012

SPEAKING: TIER PLACEMENT:

READING:

WRITING:

CLASS	COURSE	SEC/M	SCHL	T	DAYS	TIMES	MIN	PLGS	ST
10004100	203	5416	INTENS READ	2	MTWRF	1313 1413	300		A
10004100	903	5416	INTENS READ	1	MTWRF	1313 1413	300		A
10014000	101	5416	ENG 4	1	MTWRF	0923 1023	300	Y	A
10014000	801	5416	ENG 4	2	MTWRF	0923 1023	300	Y	A
							TOTAL:	1800	

PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE

TERML: QPADEV

NOTE:

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



10-12

- ❑ **PLAN**
- ❑ **EXIT Date (06/08/2023)**
- ❑ **Basis of exiting (J)**
- ❑ **Tier Placement (Z)**

Suggested form to be used

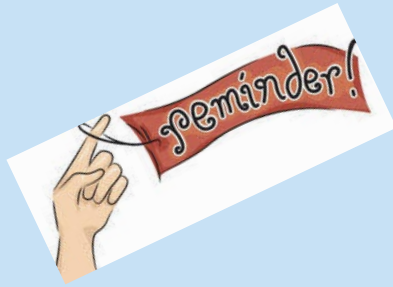
#4 Tier Placement Change Tier to Z



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.



Students in grades **Kg-12th** with a “**Yes**” marked on any of the 3 HLS questions and pending the English proficiency assessment (IPT) will be coded “**LP**” (Potential “ELL”) in the ELL field on TERMS **A03 panel.**

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)



PANEL: _____ A03. DEMOGRAPHICS YEAR: _____

STDT: _____ KEY: _____ TYPE: _____

LAST APP FIRST MIDDLE AKA AFFIRMED FIRST

RESNBR DR STREET TYPE APT/BLDG CITY ST ZIP+4 RES CY

FL 06

GEN RACE: E W B A I P DOB BIRTH PLACE VER A PHONE FLEID

ENT DATE SCHL GR AS-SCHL CL W/D DATE PR GC SSN EXTRNL NBR ALIAS NBR

000000000

ELL LAN PAR MG CO LG SRVY LC IM DT US SCHL EN:DS-SCHL PRIOR: DIST STATE CNTRY

LY 00000000

C R MC MA EX MFS BC STDT TC AV PR DUE DATE DP B WR PUB:M P B E C ORIG

E 3 E 1 E Y Y N N N

PF1=HELP 3=EXIT 4=PROMPT 7=BKWD 8=FWD 9=NXT PAGE 12= ESCAPE

PANEL: _____ A23. ENGLISH LANGUAGE LEARNERS YEAR: 18

STDT: _____ SCHL: GR: ST: A

PROG: REFDATE TYP/CODE SPECIALIST

100212 E 130 ESOL

DATES: CLASS ENTRY PLAN EXIT REEVAL RECLASS-EXIT BASIS BASIS FUND-CODE: E

T T T T T

TST ENTRY TST PROGRESS TST EXIT LANG: HC ELL/PRG: E

TEST: ID DATE/SCORE ID DATE/SCORE ID DATE/SCORE LC LEP PAR SURV-DTE

LISTENING: LY HC 10022012

SPEAKING: TIER PLACEMENT: Z

READING:

WRITING:

CLASS	COURSE	SEC/M	SCHL	T	DAYS	TIMES	MINS	FLGS	ST
10004100	203	5416	INTENS READ	2	MTWRF	1313	1413	300	A
10004100	903	5416	INTENS READ	1	MTWRF	1313	1413	300	A
10014000	101	5416	ENG 4	1	MTWRF	0923	1023	300	Y A
10014000	801	5416	ENG 4	2	MTWRF	0923	1023	300	Y A
TOTAL:									1800

PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE

TERML: QPADEV

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 someone who:
 - ✧ is between the ages 3-21; and
 - ✧ was not born in any State of the United States or Columbia or Puerto Rico; and
 - ✧ has not been in one or more schools in any one or more than 3 full academic years 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 2023-2024 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

Dual Language Elementary, Middle and High Schools 2023-2024

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

Panther Run

Pompano Beach

Ramblewood

Riverglades

Sawgrass

Sea Castle

Silver Palms

Tamarac

Tedder

Watkins

Westchester

Gulfstream Early
Learning Center

Apollo Middle

Coral Springs Middle

Falcon Cove Middle

Millennium 6-12

New River Middle

Sawgrass Spring Middle

Tequesta Trace Middle

West Glades Middle

Cypress Bay High

Mc Arthur High

***=New Schools**



Dual Language

Course Codes for the 2023-24 SY

Course Code for Elementary School

Course Number	Course Title	Grade Level
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

Course Code for Middle School

Course Number	Course Title	Grade Level
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

Latinos in Action (LIA)

Course Codes for the 2023-24 SY

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
2400300L	Leadership Skills Development – LH (Local Honors)
2400310L	Leadership Techniques – HON (Honors)
2400320L	Leadership Strategies – HON (Honors)
2400330L	Approaches to Leadership – HON (Honors)



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!

[illegible]

<https://browardschools.instructure.com/courses/598658/pages/suggested-imt-communication-forms>

Transferring Students



- Provide the ESOL Contact academic history(A07 panel) 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 the student's attendance at 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 the student's attendance at your school for LY students.

COMMON DATA



DEUSS Date

Must be the date entered a U.S. school.

- **Not birthday**
- **Not Pre-k**
- **Not 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

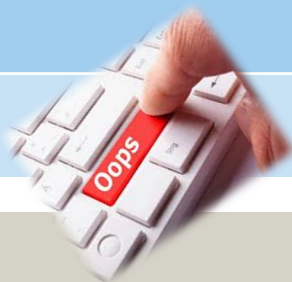
- LY students cannot have a duplicate **A23** panel.

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 the **A21** panel next to the US fields 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.**

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

Do not use **CREOLE (ZF)** in place of Haitian Creole

Note: Incorrect Coding may impact funding and grant opportunities.



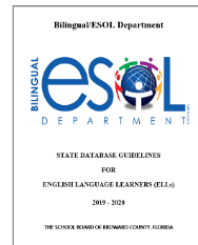
RESOURCES

CANVAS public page

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



IMT Suggested Communication Forms

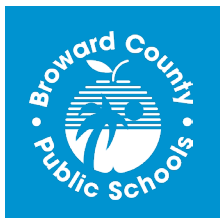


Guidelines and updates for all required data elements

[State Database Guidelines for ELLs](#)

TERMS Support

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





TERMS/ESOL IMT TRAINING

Bilingual-ESOL School Counseling Resources

- Registration information
- Country specific information
- Placement assistance
- Access to resources in one place





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