#### **Total Educational Resource Management System**



#### **ESOL TERMS PANELS**

Martha Villa-Rosa December 14, 2020



**BROWARD COUNTY PUBLIC SCHOOLS** 

### Please Mute your Mics and turn Cameras off







## AGENDA

- Identifying ELL students
- A03 panel
- A21 panel
- A20 panel
- A23 panel
- REEVAL
- EXITING
- A10 panel
- A07 panel
- Pre-K ELLs
- Dual Language codes





### **Identifying ELLs**

The Home Language Survey (HLS):

- Is the first step in identifying a potential ELL
- Must be completed for all students in grades Pre-K through 12

Based on the HLS:

If "yes" is marked for any question, an assessment will determine if they qualify for ESOL program services.

If a student is identified as an English Language Learner (ELL):

- Data will be collected and entered on TERMS Panels
- Each Panel and its elements are reviewed in the following slides

## If the answer is "YES" to any of these questions, the student must be tested for English proficiency.

🗆 Yes 🗆 No	Is a language other than English used in the home?	If "yes", which language?
🗆 Yes 🗆 No	Does the student have a first language other than English?	If "yes", which language?
🗆 Yes 🗆 No	Does the student most frequently speak a language other than English?	If "yes", which language?



#### What is entered in the A03 Panel?

- ELL Code (LY, LF, LA, LZ, ZZ)
- ELL Code "LP" Due to COVID -19
  - Country of birth. (CO) (see pages 11-14 on the State Database Guidelines for ELLs)
  - Language Classification (LC)
  - Date Entered United States School (DT US SCHL)

## The following elements entered in the A03 Demographics Panel <u>transfer</u> to the A23 ELL Panel:

- Student's Language (LAN) (see pages 6-10 on the State Database Guidelines for ELLs)
- Parent's Language (**PAR**)-Language in which the parent will receive the school communication
- Home Language Survey Date (LG SRVY)
- Language Classification (LC)



## Who is considered an Immigrant?

IM: Immigrant Status. Immigrant children and youth means an individual who

- a. is between the ages 3-21; and
- b. was not born in any State the District of Columbia or Puerto Rico ; and
- c. has not been attending one or more schools in any one or more States for more than 3 full academic years. DEUSS is used to calculate years.

Note: The children born overseas to U.S. military personnel can count as immigrant. Foreign exchange students meeting the definition of Immigrant Student also count as immigrants.

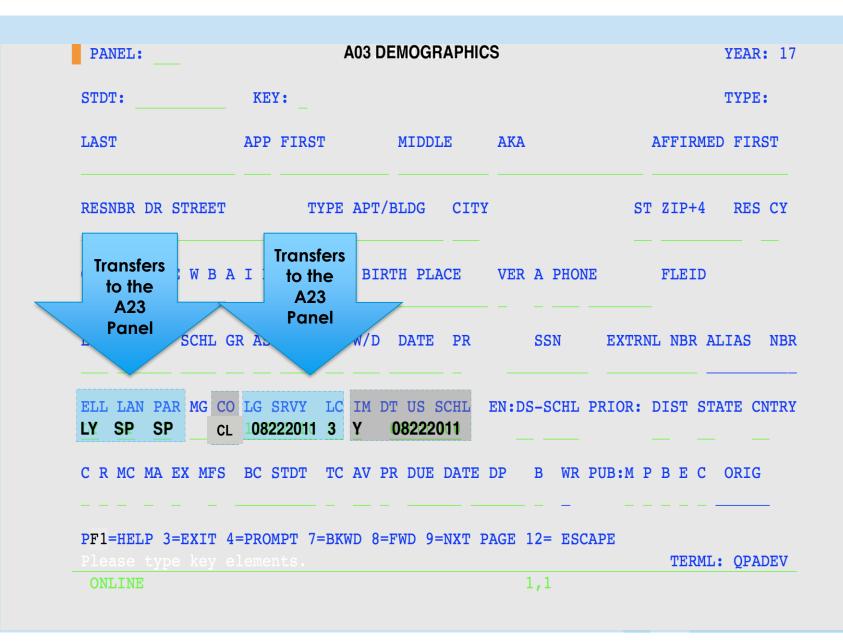




## Important !

- IMTs do not need to enter or update immigrant status, but 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
- A weekly sweep will be done by the IT Department









### What is entered on the A21 Panel?

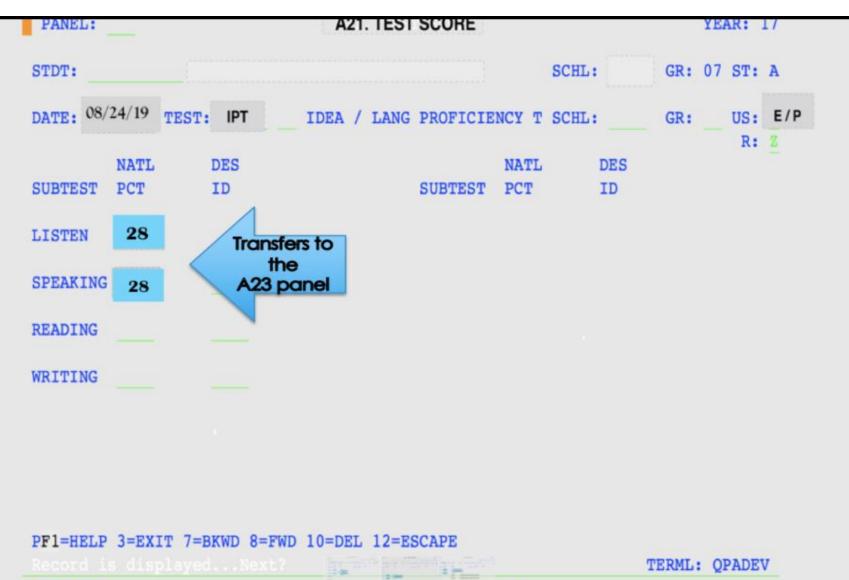
#### DATE MMDDYY

#### <u>TEST</u>

- IPT Grades K-12 (Listening/Speaking only)- Entry
- KEA Grades 3-12 (Reading/Writing)-Entry
- IPT (Listening/Speaking & Reading/Writing)-REEVAL
- **<u>US</u>**: A code used to specify whether the test is a "PRE" or "POST" test.
- E Entering ESOL for the first time
- P Yearly Progress

SCORE (Subtest-National Percent)	DES ID
Enter Four Digits K-12 grade (IPT) (ex.0050)	Enter one code for Reading and one code for Writing
Listening	Reading (use codes: NER, LER or CER) REEVAL
Speaking	Writing (use codes: <b>NEW, LEW or CEW</b> ) REEVAL
3-12 grade (KEA) if applicable	
Reading	
Writing	

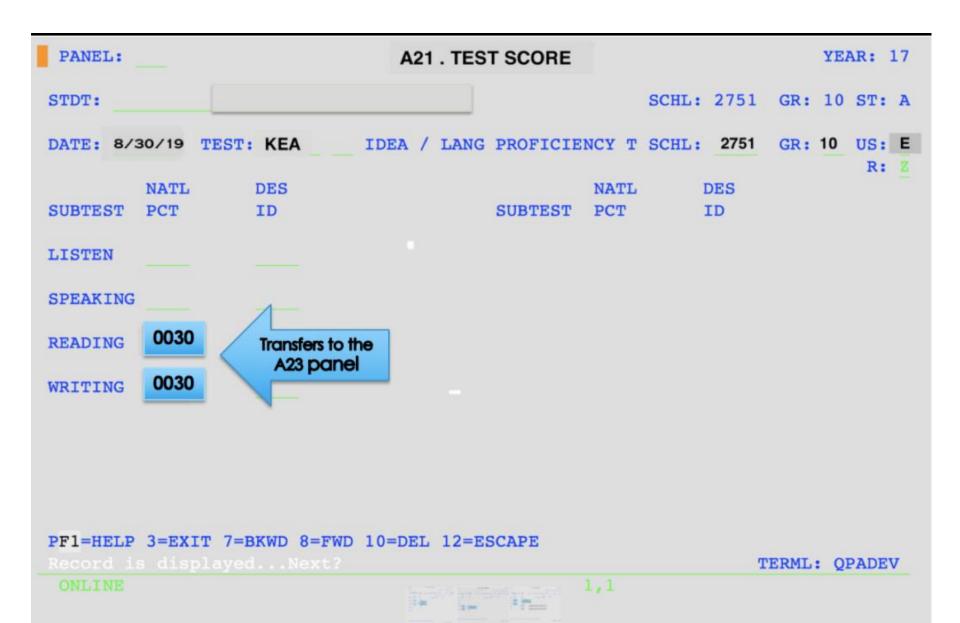




ONLINE

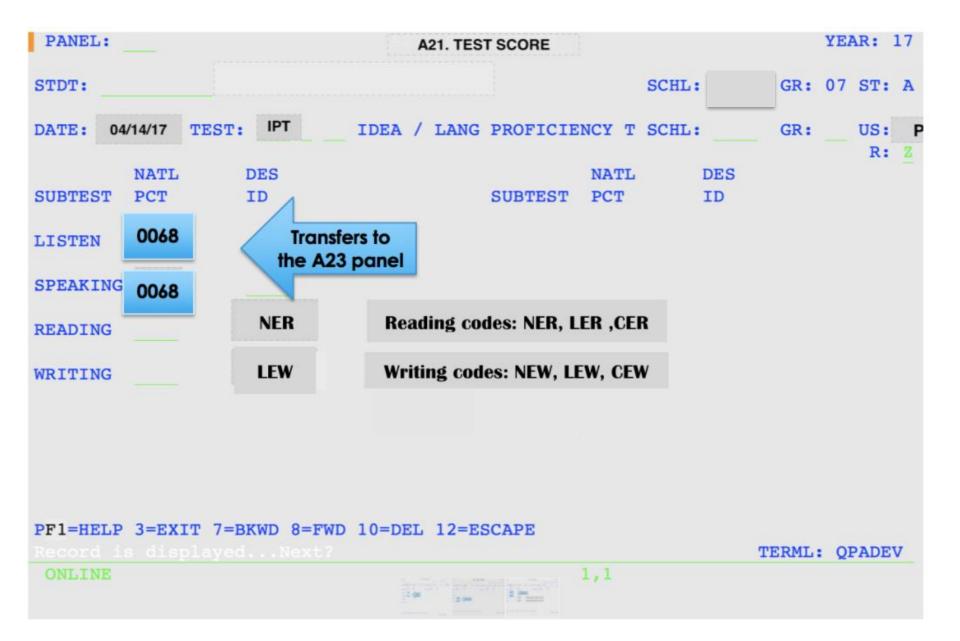


#### A21 PANEL (LISTENING/SPEAKING SCORES)





#### A21 PANEL (READING AND WRITING SCORES 3-12 GRADE)





A21 PANEL (LISTENING /SPEAKING AND READING/WRITING) for REEVALS

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#### A20. TEST SCORE QUERY

STDT:		SCHL: 0251 GR: 07 ST: A
	TEST	U
DATE	ID FM LVL	SCHL GR S
		<u> </u>
050517	ECS END-OF-COURSE CIVICS	0251 07 A
041717	FSA 07 FLORIDA STANDARDS ASSESSMENT	0251 07 A
040717	IPT IDEA / LANG PROFICIENCY TEST	0251 07 P
013017	AFE B 06 ACCESS FOR ELLS 2.0	0251 07 A
092716	IPT IDEA / LANG PROFICIENCY TEST	0251 07 P
032916	FSA 06 FLORIDA STANDARDS ASSESSMENT	0251 06 A
020816	AFE C 06 ACCESS FOR ELLS 2.0	0251 06 A
091615	IPT IDEA / LANG PROFICIENCY TEST	0251 06 P
042415	IPT IDEA / LANG PROFICIENCY TEST	0491 05 P
041415	FSA 05 FLORIDA STANDARDS ASSESSMENT	0491 05 A
041315	FC2 05 FCAT (FOR SY 2011-PRESENT)	0491 05 A
021515		0491 05 A
061114	IPT IDEA / LANG PROFICIENCY TEST	0491 05 E

#### PF1=HELP 3=EXIT 7=BKWD 8=FWD 12=ESCAPE

Page fullContinue.		TERML:	QPADEV
ONLINE	24,1		



### What is entered on the A23 panel? (front page)

**<u>REFDTE</u>** (Referral Date): The date the *Home Language Survey* is given and the student is referred for a language assessment. *MMDDYYYY Example*: 01182017 = January 18, 2017

**<u>TYP</u>** 'E' always for ESOL.

**<u>CODE</u>** 130 (press the ALT + F9 buttons to open up the fields)

#### Note:

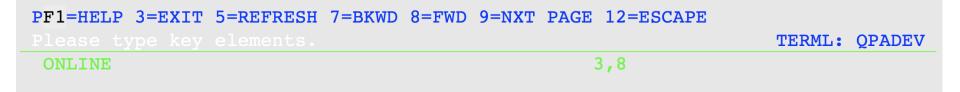
<u>SURV-DTE</u> (Home Language Survey Date): The Home Language Survey (HLS) is the date the HLS was **actually** completed by the parent/guardian and should be date entered into the computer. **The only exception to this is for PK - 12 grade students who enroll during the summer and** <u>DO NOT ATTEND</u> **the summer session.** Only under these circumstances may the HLS be entered as the actual date the student starts the school year. This ensures that the calculations of the district's assessment timelines are not adversely affected.



PANEL:		A23. S	SPECIAL PRO	GRAMS		Y	EAR: 17
STDT:					SCHL:	GR:	ST:
P EXOTHERS IDE	A PLAN A/Y	YR EARLY	INTERVN E	F S TTSW	TNDP	DR: EXIT	FOLLOW
PK-A: PK-B: SVE: DHH:	PK-C:ASD:	PK-D: IND:	Other: EBD:	OUTCOME	AREAS:	MATRIX	:
DATE         TYPE         COD           000000         E         1	ЭЕ 30			<b>S</b> —	PECIALIST		<b>ST</b> —

Do not open an A23 panel until a student has been determined to be eligible for the ESOL Program.

Students should not be classified as LY based on the affirmative responses to Home Language Survey.





A23 PANEL (FRONT PAGE)

## What do I enter on the A23 panel?

- <u>CLASS</u> (Classification Date): The initial date a student who responded 'Yes' to the Home Language Survey is determined eligible or not eligible based on assessment for an ESOL Program. MMDDYYYY Example: 01182017 = January 18, 2017
- **ENTRY** (Entry Date): This is the first date the student actually enters the ESOL Program, **NOT** the first date he/she entered school.
- **PLAN** The most recent date the English Language Learner Plan (ELL Plan) was developed or reviewed.
- **ENTRY/EXIT** (Basis of Entry): A one-character code used to indicate the basis of entry into the ESOL Program.
  - <u>Code</u> <u>Definition</u>
    - A Aural/Oral (KG 12)
    - **R** Reading and Writing (**03 12**)
    - **L** ELL Committee (KG 12)
    - T Temporarily placed in Program based on a "Yes" response to the Home Language Survey, only used for Pre-K students



### A23 Panel Continuation...

(back page)

**FUND CODE** The type of funds used to support the Program in which the student participates.

The code is **E**.

**<u>ELL PROGRAM PARTICIPATION</u>** A one-character code that indicates the Program in which the English Language Learner is enrolled in and is receiving services.

- <u>CODE</u> <u>DEFINITION</u>
  - **E** English for Speakers of Other Languages
  - **Z** Not applicable

**<u>TIER PLACEMENT</u>** The Tier Placement field MUST be entered for all active ELLs (LY) in Grades PK-12. Valid Tier Placement codes are "A", "B", "C", "D", or "Z".

Note: All Plan Dates must be updated to reflect

- current services at the **beginning** of each school year,
- whenever classes or courses change,
- whenever ESOL services change.



PANEL:

#### A23. ENGLISH LANGUAGE LEARNERS

**YEAR: 17** 

STDT:		SCHL:	GR: 07 ST: A
PROG: REFDTE TYP/CODE 082419 E 130 ESOL		SPECIALIST	
082419 082419 <b>081920</b>		EXIT ENTRY/X1 X	<u>Z Z</u> A
	RESS EXIT	LC LEP LANG 4 LY <u>SP</u> TIER PLACEME	ELL/PRG: E PAR SURV-DTE SP 082419 NT: B
CLASS: COURSE SEC/M SCHL 400 CD1 M/J LANG 400 CD4 M/J READ 400 CD5 M/J GRADE 100 CD3 CLCC M/J LIFE	2 3 MTWRF 7 MATH 3 MTWRF	DAYS TIMES 0915 1045 450 1303 1357 270 1357 1451 270 1139 1233 270 TOTAL: 0	A20000 A 153
PF1=HELP 3=EXIT 7=BKWD 8=FWD 9 Record is displayedNext? ONLINE			TERML: QPADEV



A 23 PANEL (2ND PAGE)

## **PLAN DATE**

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

#### <u>Update</u> the <u>PLAN date</u> 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 (<u>DEUSS</u>)
- Exiting from the ESOL Program
- If any changes are made to <u>classes</u>, <u>courses</u>, or <u>ESOL services</u> the ESOL Contact **must be notified** in order for a new <u>ELL Plan to be</u> <u>generated</u>.

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

Date sensitive!!



## Explanation of other data elements on the A23 Panel (back page)

- **EXIT** (Exit Date): The initial date a student exits the ESOL Program. **Do not** enter an "**Exit Date**" if a student withdraws from school.
- **<u>REEVAL</u>** (Reevaluation Date): The most recent date the ELL was reevaluated to determine whether the student should continue in or exit the Program.
- **<u>RECLASS</u>** (Reclassification Date): This data element should be used **only** for those students who have exited the ESOL Program (identified as "LF') and are re-entering the ESOL Program (now identified as 'LY').
- **EXIT** (Reclassification Exit Date): The date a reclassified English Language Learner exits the ESOL Program for the **second** time.

Note: Plan Date and Exit Date must always match.



### Explanation of other data elements on the A23 Panel

(back page)

ENTRY/**EXIT** (Basis of Exit): A one or two-character code used to indicate the basis of exit out of the ESOL Program.

#### Code Definition

- H ACCESS for ELLs 2.0, English language proficiency level shall be a **4.0 overall** or greater **AND** at least **4.0 in the domain of Reading**. (Grades K-2)
- I ACCESS for ELLs 2.0, English language proficiency level shall be a 4.0 overall or greater AND at least 4.0 in the domain of Reading. AND passing score on the FSA in ELA (level 3). (Grades 3-10)
- J ACCESS for ELLs 2.0, English language proficiency level shall be a **4.0 overall** or greater **AND** at least **4.0 in the domain of Reading. AND** meets applicable graduation requirements. (Grades 10-12)
- L Meet at least 2 of the criteria established in the ESOL Handbook section 8. (Grades k-12)
- **Z** Not Applicable to exit (Currently active in ESOL)

**EXT INS** (Extension of Instruction): A one-character code used to indicate that an ELL is receiving services **beyond the base three (3) years of eligible ESOL FTE funding** as specified in Rule 6A-6.0903,FAC. Code must be a:

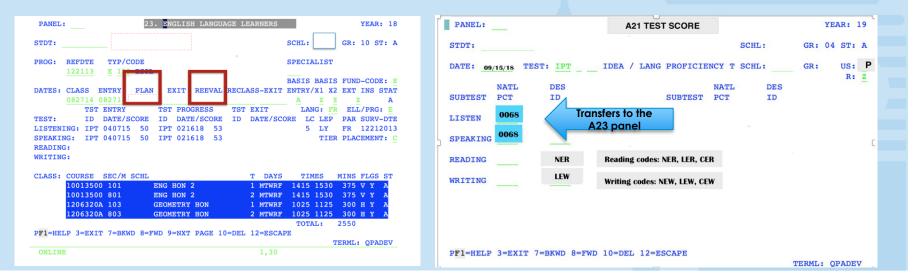
- 'Z' = Not applicable
- **'Y'** = Student in need of extension of instruction
- 'N' = ESOL Services no longer needed



# **REEVAL Date**

The most recent date the ELL was reevaluated to determine whether the student should continue in or exit the Program.

- Update REEVAL and Plan Date on the A23 panel (day of the ELL Comm.)
- Enter IPT scores and Designation codes on the A21 panel
- US Field = "<u>P</u>" progress
- Do not update the Language Classification on the A03 panel





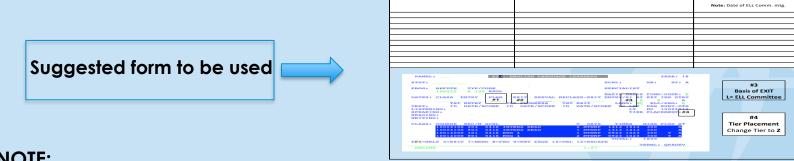
## Exit Criteria Grades K-2 & 10-12

ETS automated the EXITING information for students who met state established EXIT Criteria on the A23 Panel.

- 🗆 PLAN
- **EXIT Date**
- Valid until October 30, 2020 Basis of exiting (H, I, J,)
- Tier Placement (Z)

Exiting students through an ELL Committee must be entered manually.

Student ID numbe



#### NOTE:

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



#1/#2

PLAN/EXIT Date (Same date)

## **Exiting Due to COVID-19**





Students in grades 3 – 9 will only be able to exit via ELL Committee

IMT/IMS will manually enter the required data

□ ELL Plan Date and EXIT Date (the date of the meeting)

□ EXIT Code = "L"

□ Tier = "Z"





### A10 Panel Code 130

Is used to enter student's course code. Verify PGM 130 is reflected for all courses

- ELLs who have been in the ESOL Program for 6 years or less (12 FTEs = 6 years) must be coded 130
  - Code 130 will automatically change to Basic Program at the end of the 6th year (from ENTRY date)



PANEL:

A10. CURRENT SCHEDULE

**YEAR: 17** 

					SCHL:				CD ST: A
			ST:	т:	NEXT: SY:	0251	GR:	08 TM:	
A COURSE SEC/M	DATE SCH	L T PRDS	51.	- ** -		MINS	DAYS	BLD-RM	TCHR ST
10010400 CD1	082216		M/J	LANG A			MTWRF	08811	CHALKE
14000000 PRC2	082216	3 0202		PEER C	102		MTWRF	04421	ALFIER
20000100 CD3	082216	3 0303		LIFE S	130	270	MTWRF	10713	CLARKE
10080400 CD4	082216	3 0404	M/J	READ 2	130	270	MTWRF	08805	FAIR B
12050400 CD5	082216	3 0505	M/J	GRADE	130	270	MTWRF	08809	WAIGHT
21060160 CD6	082216	3 0606	M/J	CIVICS	130	270	MTWRF	08807	BORGEL
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PF1=HELP 3=EXIT			=FWD	9=NXT 1	PAGE I	I=PRI	LIN'I' 1 Z =	ESCAPE	
No additional pa	igesNext				1,	1		IERM	L: QPADEV



A10 Panel (front page)

#### What is entered on the A10 Detail panel? (back page)

#### Instructional Model: (ELL Model)

A code that indicates the instructional model/approach used to provide English Language Learners comprehensible instruction.

#### <u>CODE</u> <u>DEFINITION</u>

- **E** Sheltered/Self-Contained English
- Sheltered/Self-Contained Core/Basic Subject Areas
- Mainstream/Inclusion English
- C Mainstream/Inclusion Core/Basic Subject Areas
- **Z** Not Applicable
- I Dual Language (Two-way Developmental Bilingual Education)

<u>Note</u>: ELLs (LY) who are enrolled in a **Dual Language Program**, must have an ELL Instructional Model code of <u>"T"</u>. The IMT must manually enter "T" on each student's A10 Detail panel for **Language Arts**.



PANEL:	A10. SCED	ULE DETAIL		YEAR: 17
STDT:			SCHL: GR	: ST:
CLASS: A COURSE	SEC/M DATE SCHL		SA WGT	T SY 17
MEETS: T PRDS	DAYS TIMES	LOC: TP BLDG	-RM	BUS
MBSHP: MINS ENT	RY W/DDATE TOT	TCHR: NBR		RI —
VALUE: CRDT TRMS	DUR ATTP GREQ	QUAL: PGME E	XC GE DR PS	FLGS CI
MISC: ELL MODEL	MBRH RIC I F D A DEI	LS LOC:GR EL SK	AUD LOC V/A:ED	CS SA VC
VOC: SET VA-PG	M LENG VOC-OCC MOC IP	EVS B S TO	PAID	DUE •
<b>PF1=HELP 3=EXIT</b> Please type key	7=BKWD 8=FWD 9=NXT PAG	E 11=PRINT 12=ES		L: QPADEV
ONLINE		1,1	11111	



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A	El	ITRY		WIT	HDRAWAL	P		W										
C	CD	DATE	ASG	CD	DATE	R	PF	R	SY	CAL	DS	SCHL				GR	PRS	AB
	E01	082216	5 01	W01	060917	5			17	01		3371	SILVER	LAKES	EL	04	178	
	E01	082415	01	W02	061016	3			16	01		3371	SILVER	LAKES	EL	03	180	
	E01	081814	01	W01	060515	P			15	01		3371	SILVER	LAKES	EL	02	178	
	E01	081913	8 01	W01	060614	P			14	01		3371	SILVER	LAKES	EL	01	176	
	E01	082012	01	W01	060713	R			13	01		3371	SILVER	LAKES	EL	01	173	
	R03	101811	01	W01	060812	P			12	01		3371	SILVER	LAKES	EL	KG	136	
	E01	082211	01	W3B	101211	N			12	01		3371	SILVER	LAKES	EL	KG	34	
	E01	082310	27	W02	061011	Ī							SILVER	PALMS	EL	PK	156	2
	E01	092909	27	W01	061010		Pre-	Kc	loes	not co	unt fo	r FTE	SILVER	PALMS	EL	PK	142	1
	E05	042009	27	W02	060509		purp	056	es ar	nd for D	EUSS	6 Date	SILVER	PALMS	EL	PK	27	
	E05	102708	01	W02	032409								SO ARE	A PK-E	VAL	PK	97	

PANEL:				YEAR: 17
STDT:				GR: 07 ST: A DIPL DIST:
A ENTRY WITHDRAWAL	P W	1		Е
C CD DATE ASG CD DATE	R PF R	SY CAL	DS SCHL	GR PRS ABS Y
E01 082216 01		17 01	06 0251 SUNRISE	07 -
E01 082415 01 W01 061016	P	16 01	0251 SUNRISE	06 179 1 Y
E01 081814 01 W02 060515	3	15 01	0491 HARBORDALE	05 180 Y
E01 081913 01 W01 060614	3	14 01	0491 HARBORDALE	04 177 3 Y
E01 082012 01 W01 060713	P	13 01	0121 HLLYWD CENTRAL	03 175 4 Y
E01 082211 01 W01 060812	P	12 01	0121 HLLYWD CENTRAL	02 177 <u>3</u> Y
			/	
			1 year equals 2 FTEs	
DR1-HRLD 3-RVIT 5-DRRDRCH 1				

#### PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE

		TERML: QPADEV
ONLINE	1,1	

#### PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE

NLINE

TERML: QPADEV



#### A07 PANEL

### What is entered for Pre-Kindergarten ELLs?

Once a Pre-K student's Home Language Survey is completed by the parent/guardian, and there is one or more affirmative responses you must do the following:

- Open a temporary (T) A23 panel

   The Class. Date, Entry Date and Plan Date must be the same date as
   the Home Language Survey Date.
   The Basis of Entry must be "T".
- Code the student LY on the A03 panel

   Enter the student's and parent's Language Code,
   Enter the Country Code
- The Pre-K student's DEUSS Date is left blank. The DEUSS date is updated to the first day of KG once the student enters KG.

Note: Pre-K students enter with a Temporary ESOL panel and are not tested until they are ready to enter Kindergarten.

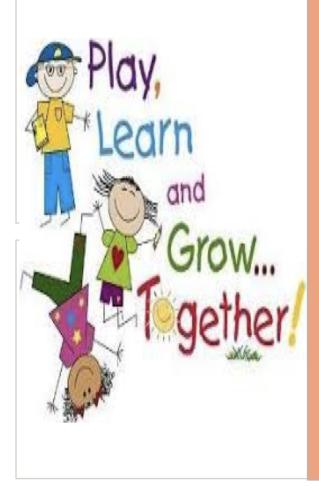


## **PRE-K A03 PANEL**

PANEL:				YEAR: 19
STDT:	KEY:			TYPE: _
LAST	APP FIRST	MIDDLE	АКА	AFFIRMED FIRST
RESNBR DR STREET	TYPE APT/	BLDG CITY		ZIP+4 RES CY
GEN RACE:         E         W         B         A		RTH PLACE	VER         A         PHONE           1         Y	FLEID
ENT DATE SCHL GI	R AS-SCHL CL W/D	DATE PR R	M SSN EXTRN XXXXX0000 XXXXX	IL NBR ALIAS NBR
ELL LAN PAR CO		DT US SCHL	EN:DS-SCHL PRIOR:	DIST STATE CNTRY
C       R       MC       MA       EX       MFS         Z       3      Z	BC STDT TC AV F	PR DUE DATE I	$\begin{array}{cccc} \mathbf{DP} & \mathbf{B} & \mathbf{WR} & \mathbf{PUB:M} & \mathbf{F} \\ & & \mathbf{Z} & \mathbf{Z} & \mathbf{Y} & \mathbf{Y} \\ & & & \mathbf{Y} & \mathbf{Y} \end{array}$	BECORIG
PF1=HELP 3=EXIT 4=	=PROMPT 7=BKWD 8=	FWD 9=NXT P	AGE 12= ESCAPE	TERML: QPADEV
ONLINE			3,8	



# **Incoming Pre-K Students**



### Identified based on HLS

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

PANEL:	PANEL: A03. DEMOGRAPHICS					
STDT:	KEY:			TYPE:		
LAST	APP FIRST	MIDDLE	АКА	AFFIRMED FIRST		
RESNBR DR STREET	TYPE APT	/BLDG CITY	r St Fl	ZIP+4 RES CY		
GEN RACE: E W B A	I P DOB BI	RTH PLACE	VER         A         PHONE           1         Y	FLEID		
ENT DATE SCHL G	R AS-SCHL CL W/D	DATE PR G	C SSN EXTRI	L NBR ALIAS NBR		
ELL LAN PAR MG CO	LG SRVY LC IM	DT US SCHL 00000000	EN:DS-SCHL PRIOR:	DIST STATE CNTRY		
C         R         MC         MA         EX         MFS           Z         3         _         Z         _         _         _	BC STDT TC AV		DP B WR PUB:M I	BEC ORIG		
PFI-HELP 3-EXIT 4	-PROMPT 7-BEND 8	-FWD 9-NYT P	AGE 12= ESCAPE			

PANEL			A2	. ENGL	ISH LANG	UAGE LE	ARI	NERS				YEAR	: 18
STDT:									SCHL:		GR:	s	т: А
PROG:	REFDTE 100212	TYP/	CODE ESOI		1				SPECIA	LIST			
DATES :	CLASS	ENTRY	PLAN		T REEVA	L RECLA	ss		Т	X1 X	EXT	INS	STAT
TEST: LISTEN SPEAKIN READING WRITING	NG: S:	ENTRY DATE / :	SCORE		ROGRESS ATE/SCOR	TST E ID		IT TE/SCO		IG: H LEP LY TIE	PAR	/PRG SURV 1002 EMEN	-DTE 2012
CLASS:	COURSE 1000410 1000410 1001400 1001400	0 203 0 903 0 101	5416 5416 5416	INTENS INTENS ENG 4 ENG 4			2 1	DAYS MTWRF MTWRF MTWRF MTWRF	1313 1313 0923 0923	1413 1023	MINS 300 300 300 300	FLGS Y Y	ST A A A
PF1=HE	LP 3-EXI	r 7=BK	VD 8=1	WD 9=N	XT PAGE	10=DEL	12	-ESCAP	TOT/ E	L:	1800		



### What are the procedures for Pre-K as they enter Kindergarten?

PK students (LY-T) tested with the IPT-1 (Aural/Oral) test **<u>before</u>** the start of their Kindergarten school year are classified as **ZZ** if they do not meet entry criteria.

For PK students (LY-T) **<u>upon entering Kindergarten</u>**, an IPT-1 (Aural/Oral) test is administered, and information is updated and reported to the State as follows:

Data Element	Changes to:
ELL Code	Remains 'LY'
Basis of Entry	"A"
Entry Date	Updated to first day of Kindergarten
Plan Date	Updated to first day of Kindergarten
Classification Date	Date the student was determined eligible based on assessment
All test related data elements	Enter updated information to document aural/oral assessment results.
ESOL Instructional Strategy	Update as needed

If the student scores Non-English Speaker (NES) or Limited English Speaker (LES):

After assessing the student using IPT, the student will be identified as: LY **OR** ZZ (Due to Covid-19)



### **Continuation of Exit Criteria for Pre-Kindergarten**



□ A03 panel-change the ELL code from LY to "**ZZ**" and enter the Language Classification(LC)(C2, D or E)

Do Not Update the A23 panel



#### **Dual Language Codes entered on TERMS C15 panel**

**Step 1:** Go to the **C15** panel in school year 2020 in TERMS, type in the course number and press enter twice.

		·	'Е —
TEMPLATE ID:	FORGIVENESS:	USER CDS:	
VALUE: CRDT TRMS DUR	MAX GREQ QUAL: I	PGM STS GRADES P S R AVAIL	
MISC: OPT CRS/LVL CER	T DESC ESOL-CAT PGM-130	IB DEI T COURSE	
VOC: SUB-PGM LEN		TYPE AMT TYPE AMT TYPE AMT	
DATES: ADOPTED UPDAT	ED DROPPED RI HQC CSR		



### **Dual Language Codes entered on TERMS Continued**

Step 2: Create sections with the new course numbers. Move students into those sections and transfer DL students who are currently enrolled in the classes ending in "0" to the new classes ending in "D" (2020-2021 SY).

Course Number	Course Titles	Grade LVL	
5010041 <b>D</b>	LANG ARTS DL GR KG	KG	
5010042 <b>D</b>	LANG ARTS DL GR 1	01	
5010043 <b>D</b>	LANG ARTS DL GR 2	02	
5010044 <b>D</b>	LANG ARTS DL GR 3	03	
5010045 <b>D</b>	LANG ARTS DL GR 4	04	
5010046 <b>D</b>	LANG ARTS DL GR 5	05	
Middle School Course Codes	Course Titles	M/J – 06	
07090000	Spanish for Spanish Speakers	06	
1700000A DLRD	Research – (Spanish Novel Studies)	06	



## **Dual Language Codes entered on TERMS Continued**

Step 3: Identify active ELLs (LY) in a Dual Language Program. These ELLs must have:

- "T" code on the A10 panel in the target Language Arts course.
- An active A23 panel
- An LY code on the A03 panel

COURSE						SCH	ь:	GR:	ST:
COURSE								0	51.
COUNDI	SEC/M	DATE	SCHL			SA	WGT		T SY
PRDS	DAYS	TI	MES	LOC:	TP	BLDG-RM			BUS
INS ENTI	RY W/D	DATE	тот	TCHR:	NBR				RI
RDT TRMS	DUR A	TTP GI	REQ	QUAL:	PGM	-E EXC G	E DR	PS FL	gs c
LL MODEL T	MBRH	RIC I I	F D A DEI	LS LO	C:GR I	EL SK AUD	LOC V/	A:ED CS	SA VC
ET VA-PGI	M LENG	VOC-OC	CC MOC IP	EVS	вS	TOTAL	PAID	DU	Е
	INS ENTI	INS ENTRY W/D	INS ENTRY W/DDATE RDT TRMS DUR ATTP GI L MODEL MBRH RIC I I	INS ENTRY W/DDATE TOT RDT TRMS DUR ATTP GREQ L MODEL MBRH RIC I F D A DEI T	INS ENTRY W/DDATE TOT TCHR: RDT TRMS DUR ATTP GREQ QUAL:	INS ENTRY W/DDATE TOT TCHR: NBR RDT TRMS DUR ATTP GREQ QUAL: PGM- L MODEL MBRH RIC I F D A DEI LS LOC:GR	INS ENTRY W/DDATE TOT TCHR: NBR RDT TRMS DUR ATTP GREQ QUAL: PGME EXC G L MODEL MBRH RIC I F D A DEI LS LOC:GR EL SK AUD T	INS ENTRY W/DDATE TOT TCHR: NBR RDT TRMS DUR ATTP GREQ QUAL: PGME EXC GE DR LL MODEL MBRH RIC I F D A DEI LS LOC:GR EL SK AUD LOC V/ T	INS ENTRY W/DDATE TOT TCHR: NBR RDT TRMS DUR ATTP GREQ QUAL: PGME EXC GE DR PS FLO LL MODEL MBRH RIC I F D A DEI LS LOC:GR EL SK AUD LOC V/A:ED CS T



## **Dual Language Codes entered on TERMS Continued**

PANEL:		A03. DEMOGRAPHICS		YEAR: 1
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		BIRTH PLACE	VER A PHONE	FLEID
ENT DATE SCHL G	R AS-SCHL CL	W/D DATE PR	SSN EXT	RNL NBR ALIAS NBI
ELL LAN PAR MG CO	LG SRVY LC	IM DT US SCHL	EN:DS-SCHL PRIOR	: DIST STATE CNTR

PANEL:	A2	3. SPECIAL PROG	RAM	Y	EAR: 17
TDT:			SCHL:	GR:	ST:
EXOTHERS IDEA	A PLAN A/YR EARI	Y INTERVN E	F S TTSW TNDP	DR: EXIT	FOLLOW
			OUTCOME AREAS:	MATRIX	:
VE: _ DHH: _	ASD: _ IND:	_ EBD: _	504: _		
DATE TYPE CODE	3		SPECIALIST		ST
081814 E 130					
Ū.					
F1=HELP 3=EXIT	5=REFRESH 7=BKWD	8=FWD 9=NXT	PAGE 12=ESCAPE		
				TERML:	QPADEV
ONLINE			14,10		



### **Dual Language Codes entered on TERMS Continued**

**Step 4:** Once a course query is performed on the C14 panel you should see the course numbers followed by the corresponding letter code.

PANEL:		C1	4. CO	UR	SE	QUE	RY	]					YE	AR		17
SCHL:	0000 SCHOOL BOARD OF	BROW	ARD	COU		y sc								~	D	C
												_		-	_	_
COURSE	TITLE	SA	XF D	P S	5 W	TP	PGM	STS	GRDE	IS I	? S	R	AVAIL	т	S	т
5010041																
5010041D	LANG ARTS DL GR KG	NC	L	AC	) N		101	30	KG F	G			YYYYNN	N	N	
5010041L	LANG ARTS GR K LAB	NC	L	A C	) N		101	30	KG F	G			YYNNNN	N	N	
5010041R	LA/READ GR KG	NC	L	A C	) N		101	30	KG F	G			YYNNNN	N	N	
50100410	LANG ARTS GR KG	NC	L	AC	) N		101	30	KG I	G			YYYYNN	N	N	

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAP	PF1=HELP	3=EXIT	5=REFRESH	7=BKWD	8=FWD	12=ESCAPE
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No additional pages...Next?

ONLINE

,1



**TERML: OPADEV** 

## Suggested IMT & ESOL Contact Communication Forms

									1
HOME	SCHOOLS	DEPARTMENTS	BCPS RESOURCES	INITIATIVES	COMMUNITIES	MY TE	AM SITES		
Qu	ickLinks	E	SOL Contact Info						
Bi	lingual/ESOL Intrane	t Home							
E	SOL Program								
	ESOL Contact In	nfo		ogram Overvi	ow SharoDoin	at odf			
1.1	ESOL Memos	2		ogram Overvi	ew ShareFull	itipui			
	ACCESS for ELLs 2								
	<ul> <li>Professional Devel</li> <li>&amp; Meeting Flyers</li> </ul>	lopment	ESOL PROGRAM DO	CUMENTS					
	ual Language			COMENTO					
	terpretation / Transla arvices	tion	<ul> <li>Name</li> </ul>				Modified	Modified By	
W	orld Languages		ACCESS for ELLs a	nd WIDA Resour	Ces		··· December 13, 2018	Rosemarie Richard	
Bi	lingual Parent Outrea	ach	Archived PD & Meet	ing Flyers			··· September 20, 2018	Rosemarie Richard	
R	ecent		Code Red Flyers				··· January 10	Rosemarie Richard	
SI	te contents		District ELL Plan				··· May 1, 2018	Rosemarie Richard	
			ESE ELL Guidelines				··· August 2, 2018	Rosemarie Richard	
			ESOL Contact Lists	18-19			··· August 2, 2018	Rosemarie Richard	
			ESOL Instructional	Strategies Matrix a	& Addendum		··· August 8, 2018	Rosemarie Richard	
			ESOL Program Forr	ns			··· May 1, 2018	Rosemarie Richard	
			ESOL Program Han	dbook			··· May 1, 2018	Rosemarie Richard	
			Free Online Resour	ces for ELLs			··· December 11, 2018	Rosemarie Richard	
			🚽 Language Enrichme	nt Camp (LEC) Fi	orms 18-19		···· Yesterday at 8:48 AN	I 🗆 Rosemarie Richard	
			Professional Develo	pment and Trainir	ng Flyers		··· September 17, 2018	Rosemarie Richard	
			Scholarship Opportu	nity			··· September 6, 2018	Rosemarie Richard	
			Suggested IMT & Est	SOL Contact Corr	munication		··· August 10, 2018	Bosemarie Richard	
			Title III Allocation for	Supplemental In	structional Materi	ials 18-19	··· November 14, 2018	Rosemarie Richard	
			Bilingual Dictionarie	_Glossaries 201	В		··· November 14, 2018	Bosemarie Richard	
			Content Area Gloss	aries			··· August 24, 2018	Bosemarie Richard	
			K-12 ESOL Program	BCPS			··· May 2, 2018	Bosemarie Richard	
			State Database Gui	delines for ELLs 2	018-201		··· October 8, 2018	Rosemarie Richard	
			Who are the ELLs in	BCPS Flyer			··· September 17, 2018	Rosemarie Richard	
		_							
			ESOL CONTACT ME	TINGS			_	_	_
			V 🗋 Name		Modified	м	lodified By		
			Archived ESOL Con	tact Meetings	··· May 2, 20	18	Rosemarie Richard		
			a 2018-2019 ESOL C	ontact Meetings	··· July 19, 20	018	George J. Sherman Jr		
			Instructions to Join	Skype Meetings	··· December	r 6, 2018 🗆	Rosemarie Richard		







TTPS://BROWARDCOUNTYSCHOOLS.SHAREPOINT.COM/SITES/INTRANET/ACADEMICS/LEARNING/ELL/PAGES/ESOL-PROGRAM-PRACTICE.ASPX

### Students who met ENTRY Criteria

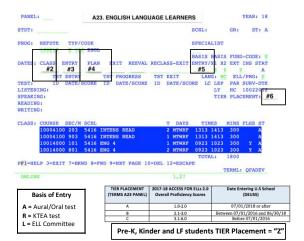
#### Students who met Entry Criteria

Date submitted to IMT/IMS \_\_\_\_\_

Date entered on TERMS \_\_\_\_\_\_

Student ID number	Student Name	#1 Lang. Class.	#2 CLASS Date (Date tested)	#3 ENTRY Date (First day in ESOL program)	#4 PLAN Date	#5 BASIS of ENTRY (A, R, L) "T" only for Pre-K	#6 TIER PLACEMENT (A, B, C, D, Z) Based on DEUSS Date or ACCESS Scores	<b>#7</b> Date (same as Classification Date)	#8, & #9 Listening/ Speaking IPT test (Percentile Scores)	#10 Reading Kaufman Test (KEA) (if applicable only 3-12 grade) (Percentile Scores)	#11 Writing Kaufman test (KEA) (if applicable only 3-12 grade) (Percentile Scores)





PANEL:			A21. TEST SCORE	s			YEAR:
STDT:					SCHL:		GR: ST:
DATE:	<u>#7</u>	TEST: IPT/KEA	IDEA / KAUFMAN		SCHL:		GR: US:
	NATL	DES		NATL		DES	R:
SUBTEST	PCT	ID	SUBTEST	PCT		ID	
LISTEN	<u>#8</u>	]				Field	US = E (entry)
SPEAKING	<u>#9</u>	]					,
READING	#10	]					
WRITING	<u>#11</u>						
DP1-UPI D	2-22	TE 7-DEND 9-DND	10=DEL 12=ESCAPE				
FF1-HELP	3-EX.	LI /-DEWD 8=FWD	IU-DED IZ-ESCAPE				TERML: QPADE
ONLINE				1,35			



## Students who did NOT meet ENTRY Criteria

Students who did not meet Entry Criteria

Date submitted to IMT/IMS\_\_\_\_\_\_

Date entered on TERMS\_\_\_\_\_\_

	ESOL Inform	ation Required for Stude	ents who did <mark>not</mark>	meet Entry Criteria	
Student ID numb	er	Stude	ent Name		#1 Language Classification (LC) (C2, D, E, U)
	PANEL:	A03	3 DEMOG₦АРНІ	cs	<b>YEAR: 17</b>
ELL Status *	STDT:	KEY:	MIDDLE	АКА	TYPE: AFFIRMED FIRST
ELL Status * - Stays as Default (ZZ)		APP FIRST			
- Stays as	LAST	APP FIRST			AFFIRMED FIRST
- Stays as Default <b>(ZZ)</b> - Test scores for placement are	LAST RESNBR DR STR GEN RACE: E W ENT DATE SC	APP FIRST	PT/BLDG CIT BIRTH PLACE	Y VER A PHONE 	AFFIRMED FIRST ST ZIP+4 RES CY FLEID XTRNL NBR ALIAS NBR
- Stays as Default <b>(ZZ)</b> - Test scores for placement are <b>NOT</b> entered on the A21	LAST RESNBR DR STR GEN RACE: E W ENT DATE SC	APP FIRST EET TYPE AF B A I P DOB E HL GR AS-SCHL CL W/ G CO LG SRVY LC IN #1	PT/BLDG CIT	Y VER A PHONE SSN E EN:DS-SCHL PRI	AFFIRMED FIRST ST ZIP+4 RES CY FLEID



#### **Annual Reviews**

ANNUAL REVIEWS

Date entered on TERMS\_

**ESOL Information Required for ANNUAL REVIEWS** #1 PLAN Date Student ID number Student Name (only update the Plan Date) PANEL: A2<mark>3</mark>. ENGLISH LANGUAGE LEARNERS YEAR: 18 STDT: SCHL: GR: ST: A PROG: REFDTE TYP/CODE SPECIALIST 100212 E 130 ESOL BASIS BASIS FUND-CODE: E DATES: CLASS ENTRY PLAN EXIT REEVAL RECLASS-EXIT ENTRY/X1 X2 EXT INS STAT #1 z A Z TST ENTRY TST PROGRESS TST EXIT LANG: HC ELL/PRG: E ID DATE/SCORE ID DATE/SCORE ID DATE/SCORE LC LEP PAR SURV-DTE TEST: HC 10022012 LISTENING: LY SPEAKING: TIER PLACEMENT: READING: WRITING: CLASS: COURSE SEC/M SCHL T DAYS TIMES MINS FLGS ST 10004100 203 5416 INTENS READ 1313 1413 2 MTWRF 300 10004100 903 5416 INTENS READ 1 MTWRF 1313 1413 300 10014000 101 5416 ENG 4 1 MTWRF 0923 1023 300 Y A 2 MTWRF 0923 1023 10014000 801 5416 ENG 4 300 v A TOTAL: 1800 PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE TERML: OPADEV ONLINE 1,27



Date submitted to IMT/IMS

## **REEVALs (Students who remain in the ESOL Program)**

**REEVALs** (Students who **REMAIN** in the program)

Date submitted to IMT/IMS\_

Date entered on TERMS \_\_\_\_\_

	ESOL Information Required for RE	EVALs (students who <mark>remain</mark> in	the program)		
				A21 panel	
Student ID number	Student Name	#1/#2 PLAN/REEVAL Date (same date)	#3 Listening/ Speaking Percentile Scores	#4 Reading (DES ID) NER, LER, CER	<b>#5</b> Writing (DES ID) NEW, LEW, CEW
		Note: Date of ELL Committee Meeting			
STDT: PROG: REFDTE TYP/CODE 100212 E 130 ESOL DATES: CLASS ENTRY PLAN EXI TST ENTRY TST F	T     DAYS     TIRES     MINS     FLGS ST       S     T     EXT     EXT     EXT     EXT       DATE/SCORE     ID     DATE/SCORE     LC     LEP     PAR SURV-DTE       L     LC     LEP     PAR SURV-DTE       L     LT     HC     1002012       T     DAYS     TIMES     MINS       S     READ     2     MTWRF     1313       1     MTWRF     923     1023     300     Y       2     MTWRF     923     1023     300     Y       2     MTWRF     923     1023     300     Y       NXT     PAGE     10-DEL     12-ESCAPE	PANEL:	IDEA / LANG PROF	SCHL:	YEAR: 18 GR: 12 ST: A GR: 12 US P R: 2 gress)
ONLINE	TERML: OPADEV	PF1=HELP 3=EXIT 7=BKWD 8 ONLINE	=FWD 10=DEL 12=ESCAPE		TERML: QPADEV



## **REEVALs (Students EXITING with ELL Committee)**

**REEVALs** (Students **EXITING** with ELL COMMITTEE)

Date submitted to IMT/IMS\_

Date entered on TERMS

	ESOL Information Required for REEVALs (stu	dents who <mark>exit</mark> program with	ELL committee action	on)	
				A21 panel	
Student ID number	Student Name	#1/#2/#3 PLAN/EXIT/REEVAL Date (same date) Note: Date of ELL Committee Meeting	#6 Listening/ Speaking Percentile Scores	<b>#7</b> Reading (DES ID) NER, LER, CER	<b>#8</b> Writing (DES ID) NEW, LEW, CEW
	502/445121 1 10/10				
STDT: PROG: REFDTE TYP/CODE 100212 E 130 ESOL DATES: CLASS ENTRY PLAN TST ENTRY TS	ENS READ 1 MTWRF 1313 1413 300 A 4 1 MTWRF 0923 1023 300 Y A 4 2 MTWRF 0923 1023 300 Y A TOTAL: 1800 9=NXT FAGE 10=DEL 12=ESCAPE	PANEL: STDT: DATE: TEST: I SUBTEST PCT ID LISTEN #6 SPEAKING #6 READING # WRITING #	SUB:	SCHL:	YEAR: 18 GR: 12 ST: A GR: 12 US: R: 2 = P (progress)
ONLINE	TERML: QPADEV 1,27		D 8=FWD 10=DEL 12=ESCAPI	т	ERML: QPADEV
#4 BASIS of EXIT L= ELL COMMITTEE	#5 Tier Placement Change Tier to Z	ONLINE		1,35	



## Exiting through an ELL Committee

**EXITING Through an ELL Committee** 

Date submitted to IMT/IMS \_\_\_\_\_

Date entered on TERMS\_\_\_\_\_\_

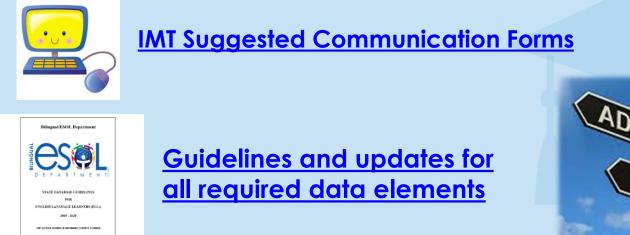
	mation Required for EXITING the ESOL Program Through an ELL Comr	nittee
Student ID number	Student Name	#1/#2 PLAN/EXIT Date (Same date)
		Note: Date of ELL Comm. mtg.
PANEL: A23. I	NGLISH LANGUAGE LEARNERS YEAR: 18 SCHL: GR: ST: A	#3
PROG: REFDTE TYP/CODE 100212 E 130 ESOL DATES: CLASS ENTRY PLAN TST ENTRY #1 TEST: ID DATE/SCORE II LISTENING:	LY HC 10022 <u>012</u>	#3 Basis of EXIT L= ELL Committee
100212     E 130     ESOL       DATES:     CLASS     ENTRY     PLAN       #1     TST     ENTRY       TEST:     ID     DATE/SCORE     II	BASIS BASIS FUND-CODE: E EXIT REEVAL RECLASS-EXIT ENTRY/X1 X2 EXT INS STAT #2 TPROGRESS TST EXIT LANG: IC ELL/PRG: E D DATE/SCORE ID DATE/SCORE IC LEP PAR SURV-DTE	Basis of EXIT
100212 E 130 ESOL DATES: CLASS ENTRY TEST: ID DATE/SCORE II LISTENING: SPEAKING: READING: WRITING: CLASS: COURSE SEC/M SCHL	EXIT       REEVAL       RECLASS-EXIT       ENTRY/X1       K2       EXIT       INS STAT         #2       #3       Z       Z       A         #3       D       Z       A         #3       D       Z       A         #3       D       Z       A         #4       H       C       ELL/PRG       E         D       DATE/SCORE       ID       DATE/SCORE       IC       LLP         ID       DATE/SCORE       IC       LEV       HC       10022012         TIER       PLACEMENT       #4	Basis of EXIT L= ELL Committee
100212       E 130 ESOL         DATES:       CLASS ENTRY       PLAN         TEST:       ID DATE/SCORE IN         LISTENING:       SPEAKING:         READING:       WRITING:         CLASS:       COURSE       SEC/M SCHL         10004100       203       5416       IN	EXIT REEVAL RECLASS-EXIT ENTRY/X1 X2 EXT INS STAT #2 F PROGRESS TST EXIT ENTRY/X1 X2 EXT INS STAT #3 E D DATE/SCORE ID DATE/SCORE IL/PRG: E LY PAR SURV-DTE LY HC 10022 TIER PLACEMENT #4 T DAYS TIMES MINS FLGS ST ENS READ 2 MTWRF 1313 1413 300 A 1 MTWRF 0313 1413 300 A 1 MTWRF 0323 1023 300 Y A	Basis of EXIT L= ELL Committee #4 Tier Placement
100212 E 130 ESOL DATES: CLASS ENTRY PLAN TST ENTRY #1 TEST: ID DATE/SCORE II LISTENING: SPEAKING: READING: WRITING: CLASS: COURSE SEC/M SCHL 10004100 203 5416 INT 10004100 903 5416 INT 10004000 101 5416 ENG	EXIT REEVAL RECLASS-EXIT ENTRY/X1 X2 EXT INS STAT #2 F PROGRESS TST EXIT ENTRY/X1 X2 EXT INS STAT #3 E D DATE/SCORE ID DATE/SCORE IC FLL/PRG: E LY HC 10022 TIER PLACEMENT #4 T DAYS TIMES MINS FLGS ST ENS READ 2 MTWRF 1313 1413 300 A 1 MTWRF 0923 1023 300 Y A 2 MTWRF 1313 1413 1800	Basis of EXIT L= ELL Committee #4





## **ESOL Program CANVAS page**

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





# **TERMS** Support

State Database Guidelines for ELLs

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

terms.browardschools.com





