

Office Staff

Best Practices Maintaining English Learner Data



Multilingual & Multicultural Education Department (MMED)

Office of Data and Accountability (ODA)
State Reporting Services Branch (SRSB)



Table of contents

01

2021-22 Audit Findings

- Random Sampling
- Findings
- Corrective Actions

03

Data Management Tool

- Certify

02

Enrollment

- Enrollment Form
- Obtaining Student Records
- Home Language Survey Amendment

Objectives



- ❖ To understand the importance of maintaining accurate information in MiSiS for potential English Learners
- ❖ Provide a coherent understanding for entering student information in MiSiS
- ❖ Learn about processes and tools used to manage and maintain student data



A decorative graphic featuring several white stars of varying sizes scattered across the teal background. A prominent sunburst graphic, consisting of a central white star and several radiating white lines, is positioned below the large red number '01'.

01

A decorative graphic consisting of a white line that starts horizontally on the left, then angles downwards to the right, and finally becomes horizontal again. At the end of this line is a sunburst graphic, similar to the one above the title, with a central white star and radiating white lines.

2021-22 Audit Findings

- ★ • Random Sampling
- Findings
- Corrective Actions

The **cause of the error** in determining the students' EL eligibility stems from the parent/guardian providing erroneous information at enrollment that resulted in a temporary misidentification of the students in the district's student information system.

1,935 students from 83 schools

schools, and two (2) students from the District's Department of Charter

Update

Cancel

LEP

RFEP

Initial Language Classification Date:

08/17/2011



Current Language Classification Date:

6/11/2021

Identified LEP/Newhall. Updated ILC from EO to LEP on 9/12/20.

436 Characters remaining



Update

Delete

Cancel

guide.

Corrective Action

- Provide training/reminders/updates to Local District EL staff on proper enrollment procedures
 - In collaboration with Local District EL staff, provide Local District training to EL Designees and Senior Admin. Assistants/Office staff on enrollment procedures to ensure out-of-District student CUM records/documents are collected and reviewed on a timely basis
- 
- 

The background is a textured teal color with a white border. There are several white stars of varying sizes scattered across the top left and middle. A white line starts from the left edge, goes right, then diagonally down-right, then right again, ending near a sunburst icon. Another white line starts from the left edge, goes right, then diagonally down-right, then right again, ending near a sunburst icon. A large red '02' is positioned in the upper right, with a white line extending from the left to the '0'. Below the '02' is a sunburst icon with a white star above it.

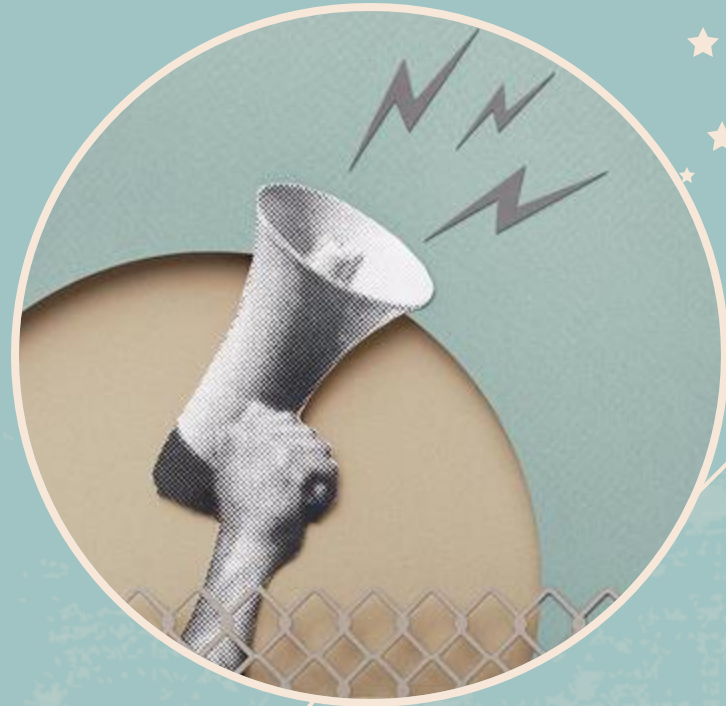
02

Enrollment

- ★
 - Enrollment Form
 - Obtaining Student Records
 - Home Language Survey Amendment

★ Implications

- ★ **Parents/guardians** do not receive required notification in a timely manner
- ★ **Missing or incorrect data** into MiSiS results in:
 - unnecessary testing
 - students not tested
 - incorrect student placement/services
 - delay in assigning district and/or SSIDs
 - inaccurate reporting to CALPADS
 - Impacts funding
- ★ **Assessments** are not completed during the required timeline



The background is a textured teal color with a white border. There are several white stars scattered across the page. A white line graphic starts on the left edge, goes horizontally, then diagonally down to the right, and then horizontally again, ending near a white sunburst icon.

Enrollment Form

Parents/guardians complete an enrollment form for ETK – 12 new or returning students.

Enrollment Form



In person



Online

enroll.lausd.net

Student Enrollment Form

Demographic Information

- **Section C:** Home Language Survey
- **Section D:** Student Educational Information



Demographic & Enrollment Information

Critical data for district ID and accountability

- > Student Name
- > Birth Date
- > Gender
- > Birth Country (State/City)
- > Ethnicity & Race
- > Student Address
- > Parent/Guardian Information
- > Grade
- > Entry Code and Date
- > Section Enroll/End Dates
 - > Withdrawal Code
 - > Withdrawal Reason
 - > Withdrawal Date

★ E and L Dates must match in-class attendance

- ★> E date is the first day of in-class attendance.
- ★> L date is the last day of in-class attendance.
- > Monitor no-shows.
- > Resolve overlapping enrollments.



Enrollment Form

Section C: Home Language Survey

The image shows a scan of a school enrollment form. A red rectangular box highlights the section titled "HOME LANGUAGE AND ETHNICITY INFORMATION". This section contains several questions about the student's home language and ethnicity, with checkboxes for "Yes" and "No". Below this section, there are other sections for "STUDENT EDUCATION INFORMATION" and "STUDENT INFORMATION".

California Education Code (EC), Section 52164.1 (a) contains legal requirements which direct schools to determine the language(s) spoken in the home of each student. The HLS consists of the following four questions:

- What language did the student learn when he or she first began to talk?
- What language does this student most frequently use at home?
- What language do you use most frequently to speak to this student?
- Which language is most often used by the adults at home?

Parents/guardians are to receive an explanation regarding the purpose of the HLS.



Data Entry

From the student file with the grade/high grade/competency? Yes No Not Reporting at Student

What is your grade level?

Number	Grade	Section	DOB	Sex

C. HOME LANGUAGE AND ETHNICITY INFORMATION

Home Language of the Student

What language did the student learn when he/she first began to talk?

Which language does your child most frequently use at home?

Which language do you (the parent or guardian) most frequently use when speaking to your child?

Which language is most often spoken by adults in the home? (Parents, guardians, grandmothers, or any other adult)

Which language is most often used by the adults at home?

English Learner Information

Home Language Survey:

Which language did this student learn when he/she first began to talk? *

Which language does this student most frequently use at home? *

Which language do you use most frequently to speak to this student? *

Which language is most often used by the adults at home? *



English Learner Information

Home Language Survey:

Which language did this student learn when he/she first began to talk? *

Which language does this student most frequently use at home? *

Which language do you use most frequently to speak to this student? *

Which language is most often used by the adults at home? *

If the responses from the HLS were entered incorrectly (i.e., clerical error) in MiSiS:

- Fax the Enrollment Form to State Reporting Services Branch (SRSB) 213-241-8969
- Include your contact information and the student's District ID on the FAX cover letter



7. HOME LANGUAGE SURVEY

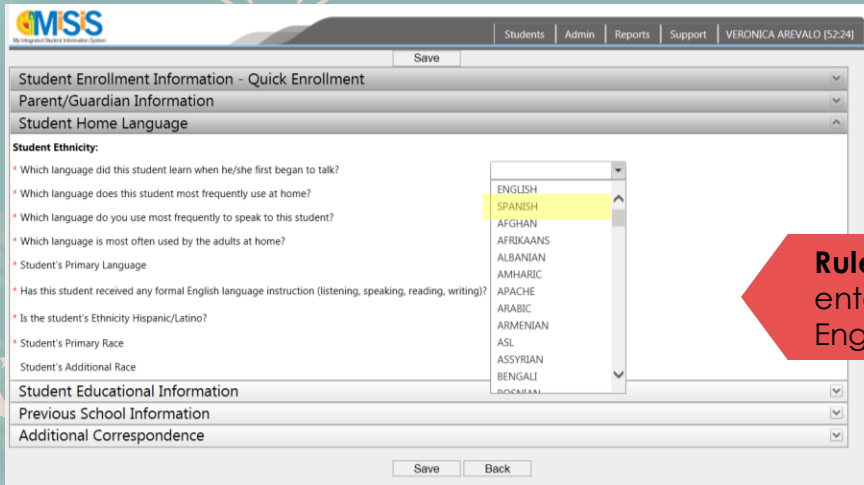
What language did this student learn when he or she first began to talk? Spanish and English

What language does this student most frequently use at home? Spanish and English

What language do you use most frequently to speak to this student? Spanish and English

Which language is most often used by the adults at home? Spanish

Has this student received any formal English language instruction (listening, speaking, reading, or writing)? Yes No



MESS
Michigan English Language Student System

Students Admin Reports Support VERONICA AREVALO [52:24]

Save

Student Enrollment Information - Quick Enrollment

Parent/Guardian Information

Student Home Language

Student Ethnicity:

- * Which language did this student learn when he/she first began to talk?
- * Which language does this student most frequently use at home?
- * Which language do you use most frequently to speak to this student?
- * Which language is most often used by the adults at home?
- * Student's Primary Language
- * Has this student received any formal English language instruction (listening, speaking, reading, writing)?
- * Is the student's Ethnicity Hispanic/Latino?
- * Student's Primary Race
- * Student's Additional Race

Student Educational Information


Previous School Information

Additional Correspondence

Save Back

Rule: Select and enter the non-English language.

Student's Primary Language

 My Integrated Student Information System

Students | Admin | Reports | Support | VERONICA AREVALO [58:09]

Save

Student Enrollment Information - Quick Enrollment

Parent/Guardian Information

Student Home Language

Student Ethnicity:

* Which language did this student learn when he/she first began to talk? SPANISH

* Which language does this student most frequently use at home? SPANISH

* Which language do you use most frequently to speak to this student? SPANISH

* Which language is most often used by the adults at home? SPANISH

* Student's Primary Language SPANISH

* Has this student received any formal English language instruction (listening, speaking, reading, writing)? Yes No

* Is the student's Ethnicity Hispanic/Latino? Yes No

* Student's Primary Race White

Student's Additional Race -Please Select-

Student Educational Information

Previous School Information

Additional Correspondence

Save Back

This question is not on the HLS. It's determined by the responses to questions 1-3 on the HLS.

Guided Practice



Scenario 1

7. HOME LANGUAGE SURVEY

What language did this student learn when he or she first began to talk? Arabic

What language does this student most frequently use at home? Arabic and English

What language do you use most frequently to speak to this student? English

Which language is most often used by the adults at home? Arabic

Has this student received any formal English language instruction (listening, speaking, reading, or writing)? Yes No

- Which language(s) is entered into MiSiS?
- What is the Student's Primary Language based on questions 1-3?

The screenshot shows the MiSiS Student Home Language Survey form. The form is titled "Student Home Language" and is part of the "Quick Enrollment" section. The form contains the following questions and answers:

- Which language did this student learn when he/she first began to talk? **ARABIC**
- Which language does this student most frequently use at home? **ARABIC**
- Which language do you use most frequently to speak to this student? **ENGLISH**
- Which language is most often used by the adults at home? **ARABIC**
- Student's Primary Language: **ARABIC**
- Has this student received any formal English language instruction (listening, speaking, reading, or writing)? Yes No
- Is the student's Ethnicity Hispanic/Latino? Yes No
- Student's Primary Race: **White**
- Student's Additional Race: **-Please Select-**

The form also includes navigation buttons for "Save" and "Back" at the bottom.

Scenario 2

7. HOME LANGUAGE SURVEY

What language did this student learn when he or she first began to talk? American Sign Language

What language does this student most frequently use at home? American Sign Language and English

What language do you use most frequently to speak to this student? American Sign Language

Which language is most often used by the adults at home? American Sign Language

Has this student received any formal English language instruction (listening, speaking, reading, or writing)? Yes No

- Which language(s) is entered into MiSiS?
- What is the Student's Primary Language based on questions 1-3?

The screenshot shows the MiSiS Student Enrollment Information form. The 'Student Home Language' section is expanded, showing the following questions and answers:

- Which language did this student learn when he/she first began to talk? ASL
- Which language does this student most frequently use at home? ASL
- Which language do you use most frequently to speak to this student? ASL
- Which language is most often used by the adults at home? ASL
- Student's Primary Language: ASL (highlighted in yellow)
- Has this student received any formal English language instruction (listening, speaking, reading, or writing)? Yes No
- Is the student's Ethnicity Hispanic/Latino? Yes No
- Student's Primary Race: White
- Student's Additional Race: -Please Select-

The form also includes sections for Student Educational Information, Previous School Information, and Additional Correspondence, each with a dropdown arrow. At the bottom, there are 'Save' and 'Back' buttons.

Rule: ASL auto
populates to
English Only.

Obtaining Student Records



What might that look like at your school?

Intra-District Transfers



Intra-district (within district) transfers, a student who changes schools within the district (LA Unified), have historical data in MiSiS but it is still necessary to obtain student records from the previous school. Ensure to request the CUM.

In instances where student data gaps exist MiSiS, the following student records should be requested from the previous school and faxed them to SRSB immediately upon receipt:

- **EL and/or RFEP:** Initial & Annual CELDT/ELPAC
- **IFEP:** Initial CELDT/ELPAC
- **RFEP:** Notification of Reclassification



Inter-District Transfers



Inter-district (out of district) transfers, or students transferring from another district within California will require a request for records.

Inter-district students may have a previously established enrollment with LA Unified. Look for enrollment gaps in the MiSiS Enrollment screen. If there is a gap in enrollment, it is possible that the student might have attended a school outside of LA Unified.

The following student records are to be requested from the previous school(s) and following faxed to SRSB immediately upon receipt.



- **EL and/or RFEP:** Initial & Annual CELDT/ELPAC
- **IFEP:** Initial CELDT/ELPAC
- **RFEP:** Notification of Reclassification



Best Practices for Obtaining Students' Records

1. Request a copy of the student's CUM
2. Immediately request:
 - a. HLS
 - b. Initial English proficiency results
 - c. Most recent Summative ELPAC results (if unavailable in MiSiS)
3. Make two follow-up calls if data is not received
 - ★
 - ★
 - ★ a. Log attempts
- ★ 4. Request to speak to supervisor
- ★ 5. Request support from SRSB
 - a. Include the log of attempts



The background is a teal color with a white, hand-drawn style border. It features several decorative elements: white stars of various sizes, white lines forming a circuit-like pattern, and white sunburst icons. The number '03' is prominently displayed in the center-left in a large, red, sans-serif font.

03

Data Management Tool

Certify

Certify Target Areas for SAAs

- ATT 010-0040 - The E-Date Should Reflect the First Day of In-Seat Attendance
- EL 060-0190 - LEP students with no first US enrollment date
- SELA GERR0001 Required field missing - Primary_Language_Code (CC14011)
- CCE 100-0010 - Concurrent Enrollment Anomalies(CCE) Report



Target: Students enrolled on Census Day.

Certify

Certify Tool:


You may access your current scorecard and up to date information regarding Certify on the webpage:

<https://datatool.lausd.net>

Certify Helpdesk

213-241-2081

Press 1 for Certify Help Desk support



User Announcements

(When logging on, *do not use* @lausd.net with your SSO)

9/22/21 - SYSTEM ISSUE - WE APOLOGIZE FOR THE DELAY IN REPORTING. WE ARE CURRENTLY WORKING ON A SOLUTION - THANK YOU!
Some reports may be available if you log on--email notifications continue to be delayed.

Data Points Newsletter: September/October 2021

Previous Newsletters

Student Information Support is here to help you with your Certify reports and student ID issues.

**Please note we now have one line to our branch:
213-241-2081**

Press 1 for Certify Help Desk support
(2 for main branch line)

Please listen to the messages -- you may hear a message while you are waiting to be connected. This is normal. Thank you for your patience.

Need Help? Certify Support ->
<https://bit.ly/ODA-SIS>



Assistance

Local District EL Program Staff @ Local District (for EL Designee support)

Erika Argueta, erika.argueta@lausd.net

Alana Cortes, alana.cortes@lausd.net

Multilingual and Multicultural Education Department (for EL Programs)

Phone: (213) 241-5582

MiSiS Help Desk (for technical support)

Phone: (213) 241-5200

State Reporting Services Branch (for student testing support)

Phone: (213) 241-2450

Student Information Support Branch (for Certify questions)

Phone: (213) 241-2081

Student Testing Branch (for questions related to enrollment data and reporting)

Phone: (213) 241-4104



Thanks

Do you have any questions?

addyouremail@freepik.com

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