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

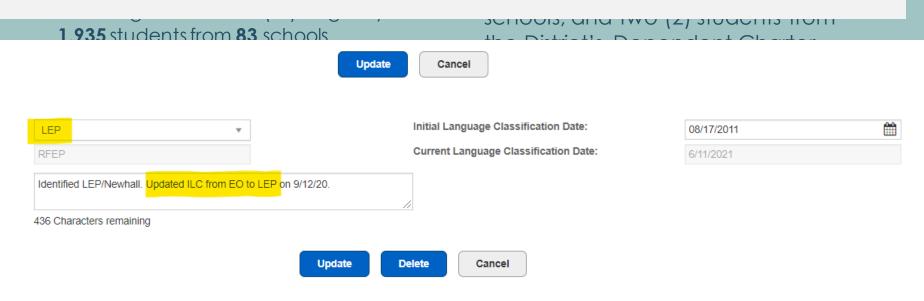
- To understand the importance of maintaining accurate information in MiSiS for potential English Learners
- Provide a coherent understanding for entering student information in MiSiS
- Learn about processes and tools used to manage and maintain student
- data

2021-22 Audit Findings

- Random Sampling
- Findings
- Corrective Actions

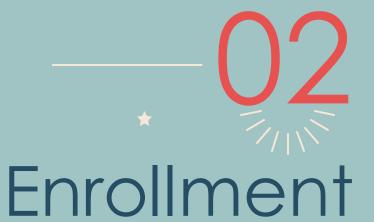


The **cause of the error** in determining the students' EL eligibility stems from the parent/guardian providing erroneous information at enrollment that resulted in a temporary misidentification of the students in the district's student information system.



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



- 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



Enrollment Form

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

Enrollment Form



In person

	STUDENT ENROLLMEN	
State of Service		test of test standard regimes /
differ the large		
1. Street Street	1 910	Fire that her
T make the	1 309	Other Scatter of Aprillan
T TORK SHOW		
Asserts Numbers/Estigowin	number. He desirat description to	e offernation on the Brakes Enables for East Section number in computing this
ball forts		
-	14	_
mencal have		
	- 14	_
NO SEE	tod action to	No. and a
N. PROPERTY AND ADDRESS OF THE PARTY NAMED IN	Marion No. State Land	"Mispir"
-	74	966
Different Berlin El Santonion		1
2012/04/09/05	SATURE SATURDAY	Train Stiffen.
		total and the control of their
2 diller		
Mark the Control of the State of St		In the Section Control of Control
Contraction Committee	Consentance forms	C data foliage records de ringues.
	exercised the title fee	
THE RESIDENCE AND RES		
	Safer 16	9/19
Note: Tree		
THE RESERVE THE PARTY OF T	WW.	



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

FRC Designation	-					
Notice	Base	AMOUNT.	100		dylam	
E. HOWELAN	QUINCE AND STHE	NOTY INFORMATION	15			
The second of	The Studies	Witchell Trips				
tersit/			_			
more and refer or	a particular to	Street, or a princip	_			
the April Strains		parties; not frequents				
	ment offer contembe grandparents, or as					
		CO STATE PROPERTY.	200			
	Historia .					
State of Laboratory	more migrate in Lan	1007	Loss Cer			
Afron Joseph	ero ID deser	or other blanches	10			
Med						
bush				-		- 1000
Fig. Sci papers	C Sun	when I below have	- Ciena	T Green		
C Section to the		Partie storder				
D. Decree is the	-					
Subsect Addition	M. Sec. Options.					
Afrigar Americ Worth	provide Co. Ameri	Chicagolic in where place	0.000			
Acces	□ Auge □ Settle			State consiste	Courses C ton	en I were
Age for Source	□ See		in Class	Steen		
C Detroy to						
6. STUDENT I	DUCATION INFOR	BALTION				
Special Services				e Carlo Specifies	0.00	
		tion arranged that presi		-		
		and the same Property	me II to III	No		
artest?			100	_		
artest? De the material to the province of the	e .					
artest? Set the report to the province of set they, all you have	A AMERICAN THE SECTION	-				
phon? Selection register to the province of the Proper disposition (comparison to	A AMERICAN THE SECTION	d that present chest? (SET/ex)	C 90 C	ter		
phod? Set the replied to the province chain they continue chain they, do you have they continue to floor, do you have	or compared the state of the st		C+ 0			
arteelf on the product of the product of the first on the first of the first on the	or apply of the terminal of te	DETAIL	0 to 0	to to		
arteelf on the product of the product of the first on the first of the first on the	or apply of the terminal of te	Strer	0 to 0	Ster Ster		
phonic or common to a provide the provide the phonic of the first of the phonic of the first, the phonic of the ph	or age of the SPT or a Destroy SD Page or a SPE Labor SD Page or a SPE Labor Star or of other to recover gifted	State of the control	0 to 0	to to		
artest To the region to provide a character for provide a character for for a character for for a character for for a character for for a character for a character for for a character for for a character for for for a character for for a character for for a character for for a character for for for for for for for for for fo	P A say, of the SP* I is a larger to the Spring I is a larger to the Section I is a spring to the Section I is a spring to the Spring I is a spring to the S	State of the last	Type Control	-		
phone! The province of the pro	P A say of the SIT A sa	SETALT TOTAL AND TOTAL AND A TOTAL AND TOTAL AND A TOTAL AND TO	Type Control	to to		
privated of the process of the proce	P A say of the SIT A sa	SERVED TO THE PARTY OF T	Type Control	-		
orbanii de magent la proposition de proposition de production de product	C ALBOY OF THE STATE OF THE STA	(See Pape) markers with respiral action of transmit effections offset [1 fee 1 fee offset (see) a content o more flee; in other president other effections	Fan S	10 E		
ground? And the resident to the provision of the provisi	C + AND OF THE STATE OF THE STA	SERVED TO THE PARTY OF T	Figs. Sec. 1	to to the contract of the cont	200.0	

Section C: Home Language Survey

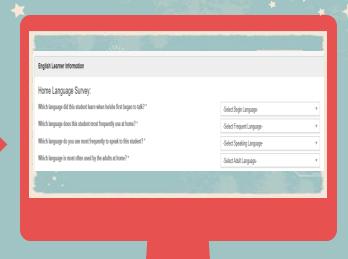
California Education Code (EC), Section 52164.1 (a) contains legal requirements which direct schools to determine the language(s) spoken in the home of each student. The HLS consists of the following four questions:

- 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

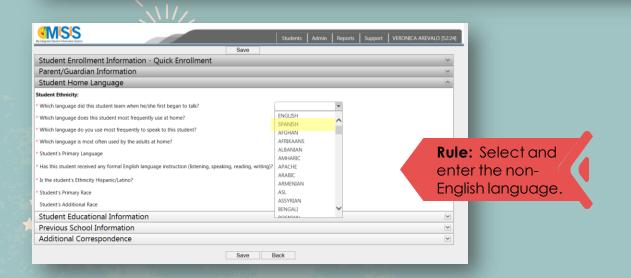
	The period habit	perfective part ()		a based			
t to prompt our an	-						
Auren	Dieter .	Application	- 100	. 160	en.	_	
C. HOME WALLAND	III KARD (THOSE	THE REPORT OF THE PARTY OF					
Designation of the last	wind					=	
that triple he pe	chig and hope	Three is not pro-					
the state integral of the state of male of the party		familian insures					
period parties, parties	description of project and formal Explicit	Premiarability)	15- 15-				
LOW HARP MINES			Con Con				
Time being being		THE R PARTY	2.60				
-	- Augustion	e Coherman	Dies Diese	100	men I home	Claiter .	
N. N. complex	E Sumano	er C Meter Fallet Ny stanton	in Times	- Water			
Selve to the	1						
Total			1000				
Tax	C Also No.		China Chips	Comp City	printer C Roman	() salter	
No. of Contrasts	C behind	or Children Street	- 1500	Tables			7
- Device or home							
a indextious	CICH INFORM	COR	1000				
A. ITHERET IDEA			Det Switz in	e Spetter			
A JOSEPH LOUGH				e herter			
A JOSEPH LOUGH	general relation		- De De	e beste			100
a student south			10 De De	e lambe			3
E INJECTION		arrow to be pro-	De De	e kerte			تحصيرا
a manerious	of the GPT		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				200
a maser soco	of the SPT	area, a ter pena reporter frages, in ser penasa setari	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				
D. STUDENT SOCIO	of the SPT	area, a ter pena reporter frages, in ser penasa setari	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				
D. STUDENT SOCIAL TO STUDENT S	of the GPT of the GPT of the GPT of the GPT on the	areas, a fee peed or peeded region for the peeded settled (Paper)	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				
D. STUDENT SOCIAL TO STUDENT S	of the GPT of the GPT of the GPT of the GPT on the	areas, a fee peed or peeded region for the peeded settled (Paper)	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				
D. STOREST SOCIO	of the GPT of the GPT of the SET of the Set Set	drock, d for press of the der frequents to pressed street (Nat)	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				
D. STOREST COOK. To The State of Storest Cook. The State of State of Storest Cook. The State of State of Storest Cook. The State of S	of the GPT orange State and the GPT orange	de mais, di Petri presso di Sharahan Program (di Petri pendiani sebagian (Papri) Nasari Salikan didakan Cilawa (di Petri pendiani Cilawa (di Petri pendiani Manafiri III dan Cilaya	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				
De STORME DOCK	of the GPT	or only it has present product integral in the product integral to product in the content to p	Dec Dec				
B. STUDIES FOOL STORY STORY TO THE STORY TO	green who allow or the GPT man, the GPT of the letter CP fluids that a the colors gPtal en a colors gPtal en a colors gPtal en a colors gPtal en	American State of the control of the	Dec Dec				
B. STUDIES FOOL STORY STORY TO THE STORY TO	green who allow or the GPT man, the GPT of the letter CP fluids that a the colors gPtal en a colors gPtal en a colors gPtal en a colors gPtal en	American State of the control of the	Dec Dec				
A JOSEPH DOG	of the GPT The Section of the	product to the period of the p	Dec Dec	~ 1*	Janes		1/1



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)?



Student's Primary Language

CINISIS Ay Integrated Student to Normation 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	-		question is <u>not</u> on the this determined by
Student's Primary Language	SPANISH	-		responses to
Has this student received any formal English language instruction (listening, speaking, reading, writing)	? OYes ONo		que	stions 1-3 on the HLS.
Is the student's Ethnicity Hispanic/Latino?	Yes No			
Student's Primary Race	White	-		
Student's Additional Race	-Please Select-	•		
Student Educational Information				V
Previous School Information				~
Additional Correspondence				~



Guided Practice





Scenario 1

7. HOME LANGUAGE SURVEY

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

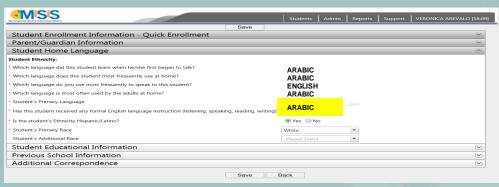
What language does this student most frequently use at home? Arabic and English

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)?

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



Scenario 2

7. HOME LANGUAGE SURVEY

What language did this 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?

Has this student received any formal English language instruction (listening, speaking, reading, or writing)?

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



Rule: ASL auto populates to English Only.

Enrollment Form

FIRE ARREST AVAILABLE OF	-						
		5.1					
Name	Brue.	Applicat	046		(ty town		
C. HOWY LANDS	HOE AND ITHE	MOTUMEONWATCH	1				
Service because of the	Studied						
acony, acony,	W-200 MIL-190	- North Charles Train Segmen					
Which language divers	204 200 to 10	-					
error impage in a are after unading to		parties; not freparts					
			-				-
differ language is the Speciality guardians, p.							
		OF Branch Holy Con-	-				-
		to a finish source.	200 -0	-			_
State of Control of the	n meen rist		Chia Ca				-
State of Labour, San	The Paris of the P	100	0-40				-
Africa Septiment	o Charle Day	A TAKE OF STREET	70-				-
Part		ce indep is laster below	-				
har	12 Ave-	oter Chemica	-			Chroni Con	-
	C Yestran	mile C diller man					
Facility scores	C State	Partie stander	- Cierra	17 Gallan			T
C. Selve to have	-						
							_
States Addition 1		THE RESERVE OF THE PERSON NAMED IN	-				-
Africa American	or O Amen	Christian is where place	0.000				
Mad	_		_				
Access 1							
	C September		Cities 1	The Party	-	a Charter Coar	-
Authorization	□ Settle	mise C Otto Aspo.		Disease of the last		e Stenen Sue	_
Authorization	□ Settle	mile C Otto Nam				s Stonen Sue	_
C Separation	C tente	mine C Other Asset water III Remarks March Paulis Honder				e Claren Due	_
Detection Selection	C tente	mine C Other Asset water III Remarks March Paulis Honder	e Stene	- Elve		e Clamer Due	
B. STANKET CO. Special arrival	C Security S	mine C Stree Auguster The Street Stands MANYONE	- Clara	- I late		s Stonen Door	
Substitute Substitute Spatial Senter Spatia Senter Spatial Senter Spatial Senter Spatial Senter Spatial	Carron Serve	nie C Otre hapt oter :: fame Haud halfs sinder	- Clare	to fast based		s Etoner Due	
Section in Taxo Section in Taxo Sparied Services The Vin Auditor was spherif	Carron Serve	mine C Stree Auguster The Street Stands MANYONE	- Clare	to fast based		s Stones Due	
Decision to State Supposed Services Special Services Fig. 19th Auditor's comprised Services of Auditor's Comprised The principal of Auditor's	Carron Section	nie C Otre hapt oter :: fame Haud halfs sinder	Oue Or	to fast book		s © toner □ set	
Dether to Sale Support Sentine For the Auditor's many street? Sentine regard Space Fore, do you have a se	Contract Con	mine C Otto Augustation To Standard Sta	Oue to	The		s © tomer □ set	
Section to Stop Section Section Special Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Section Sec	Grant State	mine C Stire haps note: I three haps halfs stone: MATEUR STIRE The property of and blackers improve the other present school:	Objection of the Control of the Cont	to fact faces		s © tomer □ set	
Decime to tions Supposed for mine Specime Services Services Address Services Address Services Address Figure, Address Figure, Services Figure, Servi	Control States States	man Cotto Augen Think Shade Shade Shade S	O Charles	The State St		s E tomer I ser	
Decline to Stop Secretary Stop Special Section Special Section Special Section Special Section Secretary Section Secretary Section Secretary Section Secretary Section Secretary Section Sect	Control States States	mine C Stire haps note: I three haps halfs stone: MATEUR STIRE The property of and blackers improve the other present school:	O Charles	to fact faces		s © tempo □ ser	
Decine to tion Support Service Support	Control Clark Clar	The following the second of th	Common Co	United States		s © tempo □ ser	
Decline to 1988 Shapered Resident First Aller States of the product of the states of	Control Clark Clar	man Cotto Augen Think Shade Shade Shade S	O Charles	United States		s Stores Sur	
Delive is Table Substant Tabl	Control Clark Clar	The following the second of th	Common Co	United States		s Stores Sur	
Deline to Table Support Service For the Author or printed Ser the Author or Ser the Author or Ser the Author or Ser the Author or Ser the Author Service Autho	C output State St	The property of the control of the c		The last beautiful for		s C tenso - Curl	
Decline to Date 2. Scholar Service Special Special Service Special Special Special Special Special Special Special Special Special Special Special Special Special Special Special Special Special S	Control State Sta	The property of the property o		The San	-	e S tempo S ver	
Declare to this figure of the second state of	Control Con	The hash as a second of the process		The Control of the Co		e C tenso - C ur	
Decline to Date Substitute Section Special Section Spe	Control States States	The hash as a second of the period of the pe		The San	-	e S tempo S ver	
Declare to this figure of the second state of	Control States States	The hash as a second of the period of the pe		The San	-	e S tompo S out	
Decline to Date Substitute Section Special Section Spe	Control States States	The hash as a second of the period of the pe		The San	-	e S tempo S out	
Describe to those Solution to those Solution to the control of t	Control States States	The has been a second of the person of the p	Charles Charle	The state of the s	-		
Declare to their special property of the property of their special pro	Company of the ST company of t	The has been as a second of the hash been as	Date On Control of the Control of th	The fact bases		200 200	
Declare to their special property of the property of their special pro	Company of the ST company of t	The has been a second of the person of the p	Date On Control of the Control of th	The fact bases		200 200	
Declare to their special property of the property of their special pro	Company of the ST company of t	The has been as a second of the hash been as	Date On Control of the Control of th	The fact bases		200 200	

Section D: Student Educational Information

- This section helps the school staff determine if the student previously attended another school prior to enrollment in LA Unified and what Entry Code will be used.
- Office staff should prompt the parent/guardian to complete this section for new and previously enrolled students when left blank. This information will help staff determine what school or district will need to contacted to obtain student records.

ENTRY CODES

- E PreK/TE
- E1 Same school
- E2 Other LAUSD school
- E3 Public school outside District
- E4 Non-Public school within the state
- E5 Public school outside CA
- E7 First school



Obtaining Student Records

What might that look like are 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 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

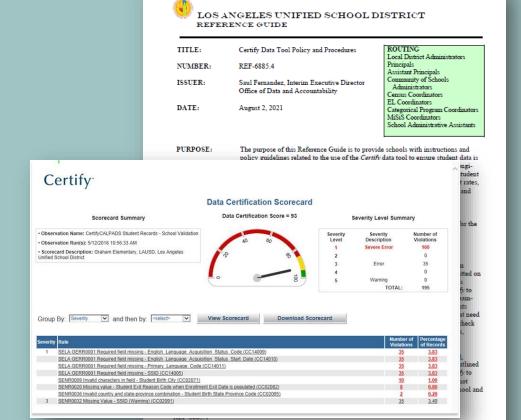
- Request a copy of the student's CUM
- 2. Immediately request:
 - a. HLS
 - b. Initial English proficiency results
 - c. Most recent Summative ELPAC results (if unavailable in MiSiS)
- 3. Make two follow-up calls if data is
- not received
 - a. Log attempts
- 4. Request to speak to supervisor
- 5. Request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





Certify Data Tool

- The school principal identifies the Data Designee that will be the recipient of select data errors in the Principal's Portal.
 - Enrollment and Demographics
 - Scheduling
 - Attendance
 - English Learner Master Plan
 - Discipline
- The Data Designee will receive a Certify Score Card via email twice a week.
- Job Aids are available for each error.
- Addressing these alerts immediately will support accurate data maintenance and reporting.



Office of Data and Accountability

August 2, 2021

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 +91 620 421 838 yourcompany.com









CREDITS: This presentation template was created by Slidesgo, including icons by Flaticon, and infographics & images by Freepik

Please keep this slide for the attribution

slidesgo