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**Quick Reference Guide:**

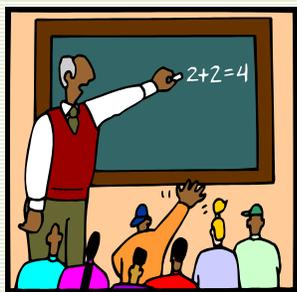
# LEP

## Tool Guide

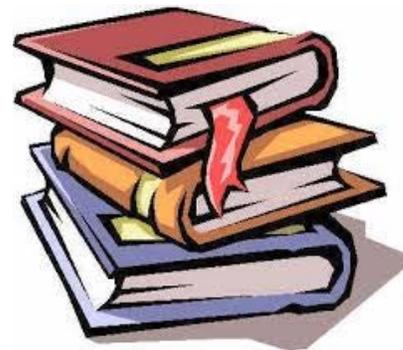
*This guide explains the process for entering/updating LEP data.*

*Topics covered in this Quick Reference Guide include:*

- *Entering a Home Primary Language and the Language of Impact*
- *Setting current LEP status*
- *Working with the LEP setup tool*



LEP (Limited English Proficient) is one part of Program Participation data and is collected three times – Fall, Testing Window and End of Year. Fall Program Participation, including LEP, is matched with student enrollments and is used to calculate student participation in state and federal programs.



Before beginning this process, there are a few considerations:

**1. Which students are eligible for LEP?**

- The LEP tool is used to determine the students currently identified as Limited English Proficient (LEP) by a local school district. *page 2*

**2. How do I exit a student from LEP once they have reached proficiency?**

- Students who were receiving LEP services and/or accommodations and who have now achieved English language proficiency will need to be exited from LEP status. *page 3*

**3. How do I specify the LEP services and accommodations offered in my district? (optional)**

- Optionally, the district may use the LEP Tool to track LEP services and/or accommodations that are used to address an individual student's needs. *page 4*

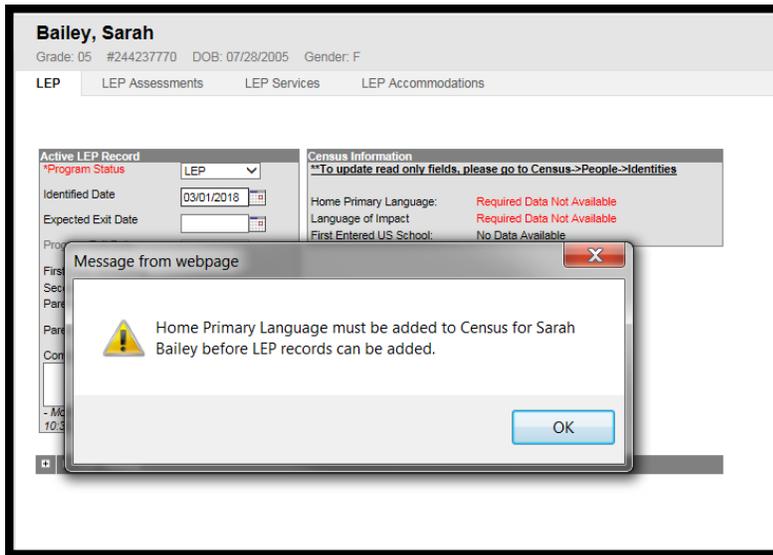
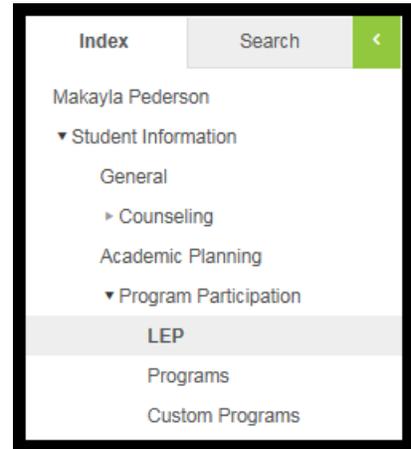
**4. How do I acquire LEP records for a student who transfers from another district?**

- The LEP Import Wizard allows you to easily import records from student's prior district of enrollment. *page 6*

## LEP Tool

LEP stands for Limited English Proficient. The ELP test is given to students with a current identification as Limited English Proficient (LEP) by a local school district. AIM data is used to determine which students will be given the test. (See page 7.)

Access the LEP tool by **choosing Index/ Student Information/ Program Participation/LEP.**



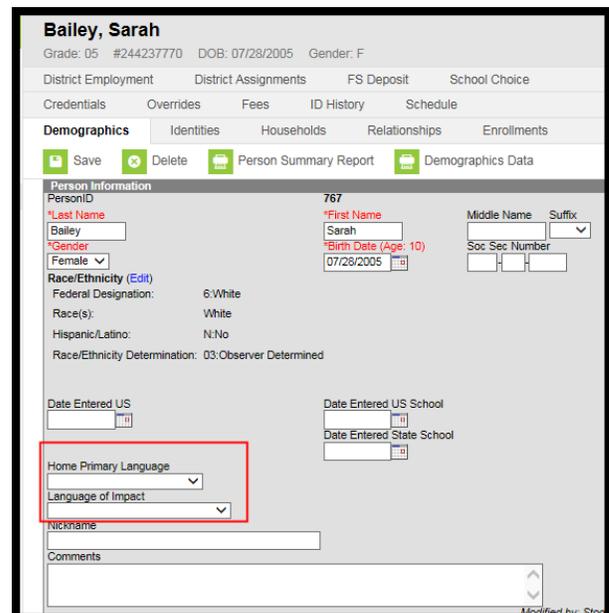
After selecting a student, open the LEP tool. The first time the LEP tool is opened a message may appear with a warning that the student's Home Primary Language must be added before LEP records can be added.

To enter a Home Primary Language, from the Index, *click Census/People/Demographics*. Select a **Home Primary Language** and a **Language of Impact** and click **Save**. **Both of these fields are required.**

**Language of Impact:** The language other than English that influences the student's English language development.

**Home Primary Language:** The language that the student first used to communicate at home.

Return to the LEP tool. If the warning message does not appear, proceed to the next step.



**Bailey, Sarah**  
Grade: 05 #244237770 DOB: 07/28/2005 Gender: F

LEP | LEP Assessments | LEP Services | LEP Accommodations

Save Delete

Active LEP Record	Census Information
*Program Status: LEP	**To update read only fields, please go to Census
Identified Date: 09/25/2015	Home Primary Language: pol: Polish
Expected Exit Date: [ ]	Language of Impact: 29: Russian
Program Exit Date: [ ]	First Entered US School: No Data Available
Parent Notified: 09/25/2015	
Parent Declined: <input type="checkbox"/>	
Comments: [ ]	

## LEP Tab

Students who are LEP must have a **Program Status** of “LEP” and an **Identified Date** entered.

When LEP students are determined to be proficient by the district, the **Program Status** should be set to “Exited LEP” and a **Program Exit Date** must be entered.

**Note: Any other Program Status choices are no longer allowed.**

When the **Program Status** is changed to “Exited LEP” a **Program Exit Date** can be entered. Click **Save** and the screen displays the first and second year monitoring dates.

Note that a “**Re-Enter**” button also appears on the LEP tab once a student has been exited. If the student is later re-identified as LEP, click the button to open a dialog box to re-enter the student’s LEP status information.

**Note:** The other fields on this tab, such as Expected Exit Date, are optional.

**Bailey, Sarah**  
Grade: 05 #244237770 DOB: 07/28/2005

LEP | LEP Assessments | LEP Services

Save Delete

Active LEP Record
*Program Status: Exited LEP <span>Re-Enter</span>
Identified Date: 09/25/2015
Expected Exit Date: [ ]
Program Exit Date: 12/01/2017
First Year Monitoring: [ ]
Second Year Monitoring: [ ]
Parent Notified: 09/25/2015
Parent Declined: <input type="checkbox"/>
Comments: [ ]
- Modified by: Pederson, Makayla 06/23/2016 10:20

LEP History	
Status: Exited LEP Identified: 09/25/2015 Exit: 12/01/2017	
Program Status	Exited LEP
Identified Date	09/25/2015
Expected Exit Date	
Program Exit Date	12/01/2017
First Year Monitoring:	12/01/2018
Second Year Monitoring:	12/01/2019
Parent Notified	09/25/2015
Parent Declined	No
Comments:	

When a student is re-entered into LEP status using the Re-enter button and dialog box, an LEP History box is displayed at the bottom of the page showing all previous LEP activity.

**Bailey, Sarah**  
 Grade: 05 #244237770 DOB: 07/28/2005 Gender: F

LEP    LEP Assessments    **LEP Services**    LEP Accommodations

New    Print Service History

LEP Services	Start Date	End Date
Service Type		

### LEP Services (optional)

The LEP Services tab shows a list of current LEP services for the selected student. To enter a new service, *click New*.

**LEP Services Detail**

\*Start Date

End Date

\*Service Type

Parent Refused Services  
 Date Refused:

Comments

Under LEP Services Detail, *enter a Start Date* and *select a Service Type* from the dropdown. Title III may be selected if the district is receiving a grant and the funds are targeted to the student's group (e.g. grade, school, etc.).

If the service does not appear in the dropdown, enter it in the **LEP Setup Tool**. (See page 7.)

## LEP Accommodations (Optional)

**NOTE:** The OPI does not track LEP Accommodations and therefore, does not require its data entry.

The **LEP Accommodations** tab shows a list of current LEP accommodations for the selected student. To enter a new accommodation, *click New*.

*enter a Start Date* and *select an Accommodation Type* from the dropdown.

If the accommodation does not appear in the dropdown enter it in the **LEP Setup Tool**. (See page 7.)

**Bailey, Sarah**  
Grade: 05 #244237770 DOB: 07/28/2005 Gender: F

LEP LEP Assessments LEP Services **LEP Accommodations**

+ New Save Delete

LEP Accommodations Name	Type	Start Date	End Date

**LEP Accommodations Detail**

\*Start Date  
10/01/2015

End Date

\*Accommodation Type  
02: Bilingual Services (1)

Comments

## LEP Records Transfer

In order to load the LEP records of a student who is transferring in from another district, create the student as you normally would, using the Student Locator tool.

The **Student Records Transfer** screen will appear after you have created the student's new enrollment. *Click Submit Request*.

**Student Records Transfer**  
Request a Records Release  
This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

**Student:**

Last Name	Baum	First Name	Quincie	Middle Name	Ranae
Gender	F	Birthdate	01/20/2007	SSN	
Grade	04	School	16-17 Jefferson Elem School	Start Date	11/26/2016

**Enrollment Type:** Primary

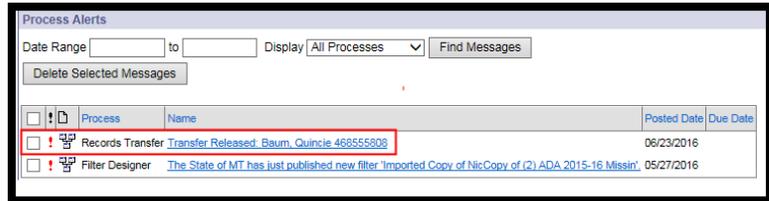
**Requesting District & User**

District	0556 Infinite Campus	Name	Makayla Pederson	Username	OPlaimstaff
Request Date	06/23/2016	Work Phone		Email	

Comments

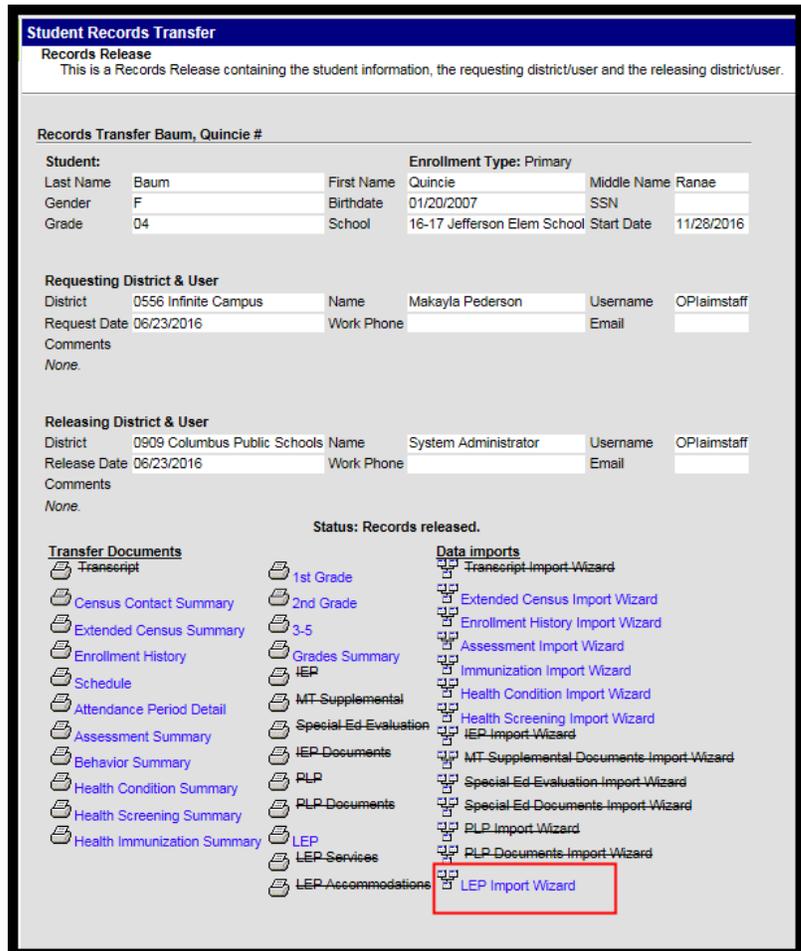
Submit Request

When the transferring district releases the student's records a message will appear in your Process Inbox.



Click on the Transfer Released message to see a list of available documents to import.

The **LEP Import Wizard** at the bottom of the page will allow you to import any existing LEP records from a student's prior districts.



## Searching for LEP students

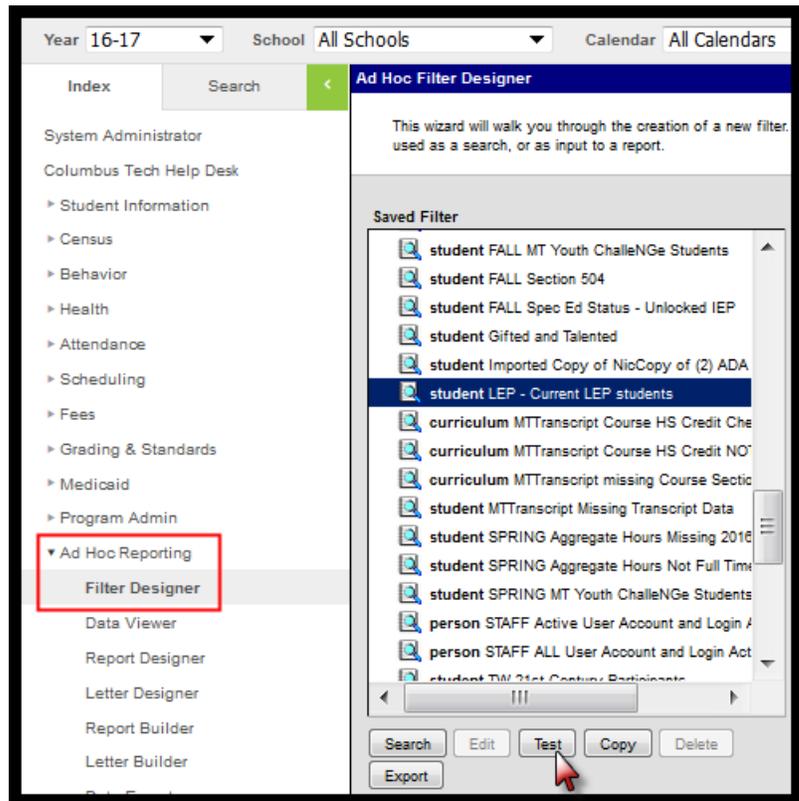
To find which students in the district have current LEP status, from the **Index** choose **Ad Hoc Reporting** and **Filter Designer**.

Under **State Published** select the report named “**student LEP – Current LEP Students.**”

Click **Test**

Running this report will provide a list of all current LEP students in the district.

For more information on creating Ad Hoc reports see the OPI guide to [Ad Hoc Reporting](#).



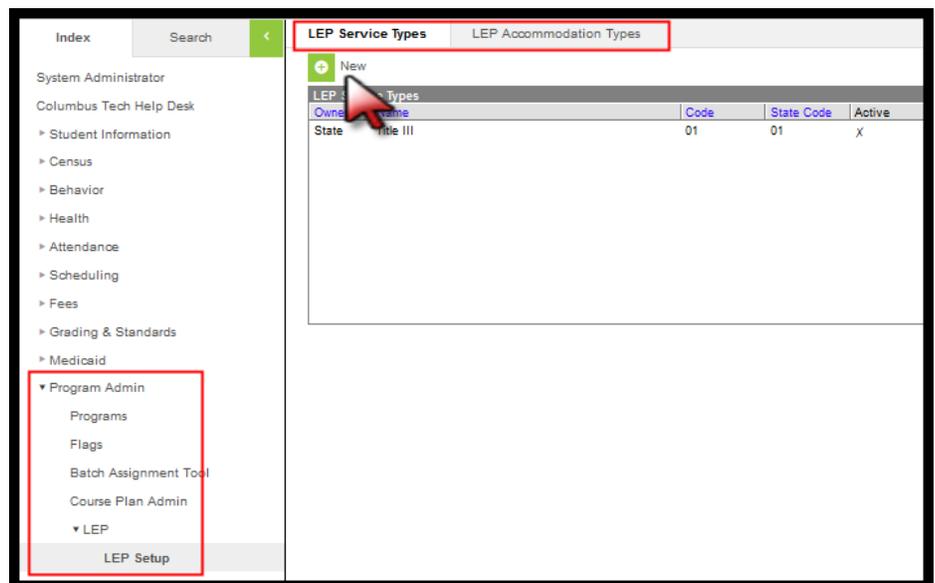
## USING THE LEP SETUP TOOL

If needed, items can be added to the LEP Services and LEP Accommodation Types lists by adding them in the LEP Setup Tool.

To access the LEP Setup Tool, under **Index** expand **Program Admin**, LEP and select **LEP Setup**.

Click the **LEP Service Types** tab or **LEP Accommodation Types** tab, whichever is appropriate.

Click **New**.



Leave the **State Service Type** as *Not a State Reported Type*.

Enter a **Code** (do not use the codes already assigned to types that appear in the list of types).

Enter a **Name** of the type (this name will appear in a pull-down list when you are entering student data on the LEP Tool).

Click **Save**.

The types will now appear in the pull down list on the LEP Tool, so you can use them for tracking services and accommodations by student.

### Further Information

For additional **questions about the LEP program** please contact Eric Meredith at 444-3642, [emeredith@mt.gov](mailto:emeredith@mt.gov) or Natalee Rowe at 444-3482, [nrowe@mt.gov](mailto:nrowe@mt.gov).

For questions on **ELL testing forms and procedures** please contact Yvonne Field at 444-0748, [yfield@mt.gov](mailto:yfield@mt.gov).

For information on **how to identify LEP students** please see the OPI [criteria for identification of LEP](#).