



EL STUDENT IDENTIFICATION AND MAINTENANCE

All students deserve equitable access to education. Federal law requires schools to identify English learners and provide them with language instruction to ensure “a meaningful opportunity to participate in educational programs.”

School districts must have procedures in place to accurately and timely identify potential EL students. Most school districts use a home language survey at the time of enrollment to gather information about a student's language background and identify students whose primary or home language is other than English.

School districts must then determine if potential EL students are in fact EL through a valid and reliable test that assesses English language proficiency in speaking, listening, reading and writing.

ENGLISH LEARNER PROGRAM DATA ENTRY

PATH: Student Information>English Learners

Demographics 

Democrat, Mother  Date: 10/09/2013/05/2014

Person Summary Report Demographics Data

Person Information

PersonID	99999	Mobile Phone	<input type="text"/>	Edit
Last Name	Greenberg	Address	<input type="text"/>	Edit
First Name	Adam	City	<input type="text"/>	Edit
Gender	Male	State	<input type="text"/>	Edit
SSN	<input type="text"/>	Zip	<input type="text"/>	Edit
Home Zip Code	11210	Next Rec Number	<input type="text"/>	Edit
Home Address	<input type="text"/>	Phone	<input type="text"/>	Edit
Home City	<input type="text"/>	Phone 2	<input type="text"/>	Edit
Home State	<input type="text"/>	Phone 3	<input type="text"/>	Edit
Home Zip	<input type="text"/>	Phone 4	<input type="text"/>	Edit
Home Phone	<input type="text"/>	Phone 5	<input type="text"/>	Edit
Home Fax	<input type="text"/>	Phone 6	<input type="text"/>	Edit
Home Email	<input type="text"/>	Phone 7	<input type="text"/>	Edit
Home Address 2	<input type="text"/>	Phone 8	<input type="text"/>	Edit
Home City 2	<input type="text"/>	Phone 9	<input type="text"/>	Edit
Home State 2	<input type="text"/>	Phone 10	<input type="text"/>	Edit
Home Zip 2	<input type="text"/>	Phone 11	<input type="text"/>	Edit
Home Phone 2	<input type="text"/>	Phone 12	<input type="text"/>	Edit
Home Fax 2	<input type="text"/>	Phone 13	<input type="text"/>	Edit
Home Email 2	<input type="text"/>	Phone 14	<input type="text"/>	Edit
Home Address 3	<input type="text"/>	Phone 15	<input type="text"/>	Edit
Home City 3	<input type="text"/>	Phone 16	<input type="text"/>	Edit
Home State 3	<input type="text"/>	Phone 17	<input type="text"/>	Edit
Home Zip 3	<input type="text"/>	Phone 18	<input type="text"/>	Edit
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Home Fax 3	<input type="text"/>	Phone 20	<input type="text"/>	Edit
Home Email 3	<input type="text"/>	Phone 21	<input type="text"/>	Edit
Home Address 4	<input type="text"/>	Phone 22	<input type="text"/>	Edit
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Home State 4	<input type="text"/>	Phone 24	<input type="text"/>	Edit
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Home State 5	<input type="text"/>	Phone 31	<input type="text"/>	Edit
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Home Email 6	<input type="text"/>	Phone 42	<input type="text"/>	Edit
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Home State 7	<input type="text"/>	Phone 45	<input type="text"/>	Edit
Home Zip 7	<input type="text"/>	Phone 46	<input type="text"/>	Edit
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Home State 8	<input type="text"/>	Phone 52	<input type="text"/>	Edit
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Home State 9	<input type="text"/>	Phone 59	<input type="text"/>	Edit
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Home Phone 10	<input type="text"/>	Phone 68	<input type="text"/>	Edit
Home Fax 10	<input type="text"/>	Phone 69	<input type="text"/>	Edit
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Home Zip 21	<input type="text"/>	Phone 144	<input type="text"/>	Edit
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Home Fax 21	<input type="text"/>	Phone 146	<input type="text"/>	Edit
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Home Email 32	<input type="text"/>	Phone 224	<input type="text"/>	Edit
Home Address 33	<input type="text"/>	Phone 225	<input type="text"/>	

2. PENDING EL

Students who may be identified as English Learners (EL) should be set to a status of "Pending EL" on the EL tab.

(406) 444-3800
opiaimhelp@mt.gov

3. EL IDENTIFICATION

If an initial assessment identifies the student as an English Learner (EL), change the student's status to "EL", enter A) an Identified Date (the date the determination was made) and B) the date Parent Notified.



English Learners (EL) ★
Guerrero, Vladimir A Grade: 06 DOB: 03/16/2014

Active EL Record
Program Status: EL
Identified Date: A 09/25/2025
Program End Date:
First Year Monitoring:
Second Year Monitoring:
Third Year Monitoring:
Fourth Year Monitoring:
Parent Notified: B 09/25/2025
Parent Declined:
Parent Declined Date:
Comments:
Modified by: Administrator System 7/12/2025 12:40

General Information
*To update just one field, click on its Census/EL Record identifier.
Home Primary Language: Eng: English, Sp: Spanish
Language of Impact: NA Data Available
First Entered to School: NA Data Available
Birth Country: NA Data Available

4. PARENT DECLINE SERVICES

If a parent declines EL services (they may decline services, but not the identification), create an EL Services Record. Click New, enter 1) Start Date (date parent refused services), select 2) Service Type (MT EL Services), check 3) Parent Refused Services, and enter 4) Date Refused (should be same as Start Date). Click 5) Save.



English Learners (EL) Services ★
Guerrero, Vladimir A Grade: 06 DOB: 03/16/2014

EL Services Record
Start Date: A 09/25/2025
Service Type: B MT EL Services
Parent Refused Services: C Parent Refused Services
Comments:

5. TITLE III SERVICES

If a student is identified as EL and is receiving Title III Services, create an EL Services Record. Click New, enter 1) Start Date, select 2) Service Type: Title III, and click 3) Save.



English Learners (EL) Services ★
Guerrero, Vladimir A Grade: 06 DOB: 03/16/2014

EL Services Record
Start Date: A 09/25/2025
Service Type: B Title III Services
Title III Services: C Title III Services
Comments:

EDUCATE Team Contact Information

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6. EXIT ENGLISH LEARNER

If a student is determined to be proficient, change the student's EL Status to "Exited EL" and enter Program Exit Date.

The First, Second, Third- and Fourth-Year Monitoring will be calculated based on the Program Exit Date.



The screenshot shows the 'English Learners (EL)' record for Clemente, Roberto. The status is set to 'Exited EL'. The 'Program Exit Date' is listed as '08/15/2025'. The 'Comments' section notes: 'To update read only fields, please go to Change-a-Program-Monitoring'. The 'Home Primary Language' is listed as 'Spanish; English' with '00: Spanish' and '00: English'. The 'Last Entered EL Status' and 'Birth Country' fields are marked as 'No Data Available'.

If the exited student was participating in a Title III program, enter a Service End Date.

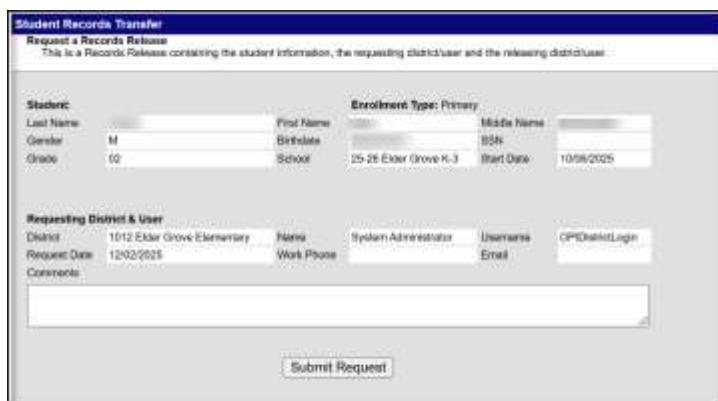


The screenshot shows the 'English Learners (EL) Services' page for Clemente, Roberto. The 'Service End Date' field is set to '08/15/2025'. The 'Service Type' dropdown is set to 'Title III'.

7. RECORDS TRANSFER

When a student transfers from one district to another, the receiving district should take care to request records from the prior district and review the transfer documentation for an EL identification.

When using the Student Locator to enroll a student, the Records Transfer is initiated automatically for students new to the district. Click Submit Request to request the student's transfer documentation from the prior district.



The screenshot shows the 'Student Records Transfer' page. It displays a 'Request a Records Release' section with a note: 'This is a Records Release containing the student information, the requesting district/user and the releasing district/user.' The 'Student' section shows: Last Name [REDACTED], First Name [REDACTED], Middle Name [REDACTED]; Gender M, Birthdate [REDACTED], SSN [REDACTED]; Grade 00, School 25-26 Elder Grove K-3, Start Date 10/06/2025. The 'Enrollment Type: Primary' is listed. The 'Requesting District & User' section shows: District 1012 Elder Grove Elementary, Request Date 12/02/2025, Name [REDACTED], Work Phone [REDACTED], System Administrator [REDACTED], Username [REDACTED], CPO/District/Logon [REDACTED]. The 'Comments' field is empty. At the bottom is a 'Submit Request' button.

EDUCATE Team Contact Information

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When a student is added via file upload or is re-enrolling in the district, the student's Records Transfer must be initiated manually. Navigate to Student Information>General>Records Transfer.

Click New State Transfer Request and Submit Request.

The status of the request will be displayed in the Process Alerts. When the request is released, click the student's name. There are two types of records: Transfer Documents and Data Imports. Under Data Imports, locate English Learners (EL) Import Wizard. If the words show in blue, without a line through them, there are records to be imported. Click the blue link to initiate the import. Click Save to import the record.

Navigate to Census>People>Demographics and enter (or verify) the student's Home Primary Language and Language of Impact.

EDUCATE Team Contact Information

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October 2025

8. ASSESSMENT ACCOMMODATIONS

If an English Learner requires assessment accommodations outside of an IEP, navigate to Student Information>General>Test Accommodations. Click New. Select EL Student, select Grade, verify Start Date and End Date, and select Assessment.

The Assessment chosen will “open” for selection of one or more Accommodations. Click Save. Repeat for any other Assessments requiring accommodations.



For additional questions about the identification of EL students and the services required to be provided to students, contact: [Serena Wright](mailto:Serena.Wright@mt.gov), English Learner Specialist, 406-410-4098.

EDUCATE Team Contact Information

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October 2025