

The purpose of the Title III program is to help ensure that EL students become proficient in English and *attain state standards through creating high level language instructional programs, professional development, and family outreach.*

Important References:

- For information on **how to identify EL students** please see the OPI's [English Learner Guidance for School Districts](#).
- American Indian Achievement Gap Payment [MCA 20-9-330](#)

EL (English Learners) Tool Guide

AIM User Guide

EL (English Learners) is a part of Program Participation data and is collected three times during the year – Fall, Testing Window and End of Year. Fall Program Participation, including EL, is matched with student enrollments and is used to calculate student participation in state and federal programs.

The timeframe for reporting EL status comes from [ESSA Title III](#) and from DRC (Data Recognition Corp), which produces/manages the testing software and materials for WIDA.

ESSA (Every Student Succeeds Act) requires that states desiring Title III grant funds “will establish and implement, with timely and meaningful consultation with local educational agencies representing the geographic diversity of the State, standardized, statewide entrance and exit procedures, including an assurance that all students who may be English learners are assessed for such status **within 30 days of enrollment** in a school in the State.”

DRC requires that we submit a preliminary list of EL students (including their schools and districts) for the first test materials order by late October.

In order to satisfy both of these requirements, we ask schools to identify and enter ELs into their program in AIM by mid-October so that the students begin receiving services as quickly as possible and so that the OPI has time to do quality checks on the data/lists before sending them off to DRC. Because the actual DRC upload date changes slightly each year, the annual deadline is referred to as “mid-October.”

Table of Contents

FAQ:.....	3
EL Tool.....	4
Home Primary Language and Language of Impact	4
EL Tab	5
EL Services.....	6
EL Accommodations.....	6
EL Records Transfer.....	7
Searching for EL students.....	8

FAQ:

Which students are eligible for EL?

The EL tool is used to mark the students currently identified as English Learner (EL) by a local school district.

How do I exit a student from EL once they have reached proficiency?

If the student meets the criteria for proficiency in both English language proficiency and academic achievement, then they may be identified as 'Exited EL' in AIM/Infinite Campus.

Note: A student previously identified as EL should be marked as *Program Status: Exited EL* (for up to 4 years). Once the district determines the student is "Proficient", the Program Status should be changed to "**Exited EL**" and the **Program Exit Date** should be entered. The **Program Exit Date** is not the date of the ELP test (if used as a means of determining proficiency), but rather the date the determination was made by the district.

How do I specify the EL services and accommodations offered in my district?

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

How do I acquire EL records for a student who transfers from another district?

The EL Import Wizard under the Index tab allows you to easily import records from student's prior district of enrollment.

EL Tool

PATH: INDEX > STUDENT INFORMATION > PROGRAM PARTICIPATION > EL

EL stands for **English Learners** and was previously known as **Limited English Proficient** or LEP. The EL test is given to students with a current identification as EL by a local school district. AIM data is used to determine which students will be given the test.

The first time the EL tool is opened a message may appear with a warning that the student's Home Primary Language and Language of Impact must be added before EL records can be added. Click **OK** and proceed to add their languages below.

The screenshot shows the EL tool interface. At the top, there's a dropdown menu for 'onroe High School'. Below it, the 'Active EL Record' section has a 'Program Status' dropdown and several date fields: 'Identified Date', 'Program Exit Date', 'Parent Notified', 'Parent Declined', and 'Parent Declined Date'. A 'Comments' text area is at the bottom. To the right, the 'Census Information' section is partially visible, showing fields for 'Home Primary Language', 'Language of Impact', 'First Entered US School', and 'Birth Country'. A warning message from 'mtstaging.infinitecampus.org' is displayed over the interface, stating: 'Home Primary Language and Language of Impact must be added to Census for Xzandria Balster before EL records can be added.' An 'OK' button is at the bottom right of the message.

This screenshot shows a dropdown menu titled 'Search Campus Tools'. It lists several categories: 'Student Information' (with sub-items: General, Counseling, Academic Planning), 'Program Participation' (with sub-items: English Learners (EL), Foster Care, Programs, Custom Programs), and 'Custom Programs'.

Home Primary Language and Language of Impact

PATH: INDEX TAB > CENSUS > PEOPLE > DEMOGRAPHICS > HOME PRIMARY LANGUAGE AND LANGUAGE OF IMPACT

Both fields are required. ([MCA 20-9-330](#))

- **Home Primary Language:** The language that is normally used by the student or normally used by the parents of the student.
- **Language of Impact:** The language that influences the student's English language development.

Enter the languages and click **Save**.

Proceed to the EL tool by following the steps below.

This screenshot shows a form with two main sections. The top section is 'Date Entered State School' with a date input field and a calendar icon. The bottom section is 'Home Primary Language' with a dropdown menu showing 'Select a Value'. Below that is the 'Language of Impact' section with another dropdown menu.

EL Tab

A.) Students who are identified as EL must have a **Program Status** of “EL” and an **Identified Date** entered in the EL tool.

PATH: INDEX TAB>STUDENT INFORMATION>PROGRAM PARTICIPATION>ENGLISH LEARNERS (EL)

1. Go to the **Index** tab.
2. Select **Student Information**.
3. Select **Program Participation**.
4. Select **English Learners (EL)**.
5. The **Home Primary Language** and **Language of Impact** must be entered in the Demographics tab for the student before proceeding.
6. Select **EL** from the **Program Status** field.
7. Enter the **Identified Date**.
8. Students who are Identified as English Learners during periods of remote learning should have a note added in the ‘**Comments**’ section of the EL tab (when it is not possible to administer the WIDA Screener online in person). This specific note should be: “**Identified with WIDA remote screener**”.
9. Click **Save**.

The screenshot shows the 'Kent, Clark' student record in the EL tool. The 'Program Status' is set to 'EL' and the 'Identified Date' is 03/13/2018. The 'Comments' section is highlighted with a red arrow.

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

Note: Only use ‘EL’ and ‘Exited EL’ program statuses. **Do NOT use ‘Pending’ and ‘Not EL’.** When the **Program Status** is changed to “Exited EL” a **Program Exit Date** can be entered. Click **Save** and the screen displays the first- and second-year monitoring dates.

The screenshot shows the 'Kent, Clark' student record in the EL tool. The 'Program Status' is set to 'Exited EL' and the 'Program Exit Date' is 03/13/2017. The 'Re-Enter' button is highlighted with a red circle.

Note: A “**Re-Enter**” button also appears on the EL tab once a student has been exited. If the student is later re-identified as EL, click the button to open a dialog box to re-enter the student’s EL status information. When a student is re-entered into EL status using the Re-enter button and dialog box. An **EL History** box is displayed at the bottom of the page showing all previous EL activity.

The screenshot shows the 'Kent, Clark' student record in the EL tool. The 'Program Status' is set to 'EL' and the 'Identified Date' is 03/13/2018. The 'EL History' box is highlighted with a red box.

For questions regarding WIDA screeners, email the OPI [Assessment Help Desk](#) or call 844-867-2569.

EL Services

The **EL Services** tab shows a list of current EL services for the selected student.

To enter a new service:

1. Click **New**.
2. Enter the **Start Date**.
3. Select a **Service Type** from the drop-down list.
4. **Title III** should 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 [EL Setup Tool](#).
5. Click **Save**.

The screenshot shows the 'EL Services' tab for student Kent, Clark (Grade: 08, #928, DOB: 02/23/2004, Gender: M). The interface includes a table with columns for 'Service Type', 'Start Date', and 'End Date'. Below the table is the 'EL Services Detail' form, which has fields for 'Start Date', 'End Date', and a dropdown for 'Service Type'. The 'Service Type' dropdown is open, showing options: '01: Title III', '02: Bilingual Services', and 'Parent Refused Services'. A red arrow points to the '01: Title III' option. There is also a 'Date Refused' field and a 'Comments' text area.

EL Accommodations

The **EL Accommodations** tab shows a list of current EL testing accommodations for the selected student.

To enter a new EL accommodation:

1. Click **New**.
2. Enter a **Start Date**.
3. Select an **Accommodation Type** from the dropdown.
4. If the accommodation does not appear in the dropdown enter it in the [EL Setup Tool](#).
5. Click **Save**.

The screenshot shows the 'EL Accommodations' tab for student Kent, Clark (Grade: 08, #928, DOB: 02/23/2004, Gender: M). The interface includes a table with columns for 'Name', 'Type', 'Start Date', and 'End Date'. Below the table is the 'EL Accommodations Detail' form, which has fields for 'Start Date', 'End Date', and a dropdown for 'Accommodation Type'. The 'Accommodation Type' dropdown is open, showing options: 'INSTRUCTIONAL (I)', '02: Bilingual Services (I)', and 'ASSESSMENT (A)'. A red arrow points to the '02: Bilingual Services (I)' option. There is also a 'Comments' text area.

EL Records Transfer

EL records can be requested from the previous district during the enrollment creation process when using the Student Locator Tool OR after the student has been enrolled by using the Transfer Records Tab.

To import the EL records of a student who is transferring in from another district, create the student as you normally would, using the **Student Locator tool** under the **Index** tab, under **Student Information**.

1. The **Student Records Transfer** screen will appear after you have created the student's new enrollment by using the Student Locator Tool.
2. Click **Submit Request**.
Note: When the transferring district releases the student's records a message will appear in your **Process Inbox**. (Access this by selecting your name from the **Index** tab.)
3. Click on the **Transfer Released** message to see a list of **Transfer Documents** and **Data Imports**.
Only those items in blue exist to be imported.

- ❖ **Transfer Documents** are records that are imported as a PDF. To view the **Transfer Documents**, click a document name. The document will open as a PDF in a separate window. **Data Imports** are records that are imported as live data elements.

4. The **EL Import Wizard** can be found at the bottom of the page.
5. If available, click on the blue link titled **English Learners (EL) Import Wizard**.
6. A **Student Records Transfer – English Learners (EL) Import** screen will appear, showing the EL information. Click **Save**, then **OK**. Any existing EL records from a student's prior districts will be imported.

Process	Name	Posted Date	Due Date
Records Transfer	Waiting: Baba, Ali 461714848	10/08/2014	
Records Transfer	Waiting: Collins, Phil 427866250	10/02/2014	
Records Transfer	Waiting: Rav, Rachel 187953224	10/01/2014	
Records Transfer	Transfer Released: Backs, Tyra 996037966	08/13/2014	
Records Transfer	Transfer Error: Huxtable, Vanessa 393911535	08/13/2014	
Records Transfer	Transfer Error: Fallon, James 862145321	08/13/2014	

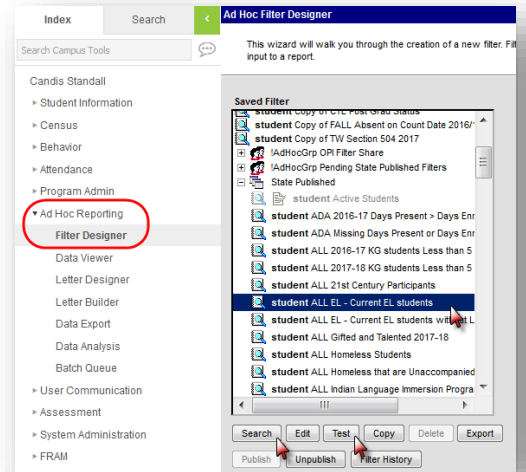
Searching for EL students

PATH: INDEX TAB -> AD HOC REPORTING -> FILTER DESIGNER -> STATE PUBLISHED -> STUDENT ALL EL

To find which students in the district have current EL status:

1. Go to the **Index** tab.
2. Select **Ad hoc Reporting**.
3. Select **Filter Designer**.
4. Select **State Published**.
5. Select **Student ALLPR EL**.
6. Select **Test** to see a PDF report or click **Search** to get the results in the outline.

For more information on creating Ad Hoc reports, see the [Ad Hoc Reporting User Guide](#).



For more information, contact the AIM Help Desk at 1- 877-424-6681 or
[Submit an AIM Help Desk Ticket](#)